QUALCOMM

Eudora® Email 6.2
User Guide
for Macintosh

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Finally, thanks to all the users and testers of Eudora, whose suggestions have made it a much better program than it otherwise would have been.

About the Name

Why the name Eudora?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O.," and named the program after the author of the story, Eudora Welty.

"Why I Live at the P.O." can be found in a collection entitled A Curtain of Green and other stories (Harcourt Brace & Co.). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

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EUDORA

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EUDORA

Introducing Eudora Email

Welcome to Eudora® Email 6.2.4! Eudora Email, hereafter referred to as Eudora, is a comprehensive electronic mail (email) software program that accesses your Internet Service Provider (ISP) or network to receive and send your email messages. Eudora manages these messages within your computer.

In Eudora, you can write messages and send them with custom stationery and signatures. You can send files, both text and graphic, created in other programs and “attach” them to your email messages. You can forward messages, redirect them, or reply to all recipients of a message.

You can set up mailboxes and folders for your mail and build “filters” to sort messages, alert you, and even send an automatic reply.

All your favorite addresses can be stored in your personal address book, or you can let Eudora search for addresses for you. And if you use more than one ISP, Eudora allows you to build “multiple personalities” to send from and receive email to multiple accounts.

There are many more features and functions described later in this manual.

System Requirements

To use the Eudora Email application, you need

- Macintosh® PowerPC processor.
- Macintosh OS X or later.
- Network or Internet mail account that uses POP3 or IMAP4 protocol.
- Access to your mail account via a TCP/IP (Internet) network connection or via PPP dial-up networking through a modem.

NOTE: Some Eudora plug-ins require more advanced configurations. Be sure to check the README and other documentation before you use any Eudora plug-in. Click the following topic for more information: Using Eudora Plug-ins on page 408.

Opening and Configuring Eudora

NOTE: Eudora's installation procedure is in the *Eudora Quick Start Guide,* available on the Eudora Download site. If you downloaded Eudora from the Internet, the Quick Start Guide is an electronic file located in the Documentation folder.

Open Eudora

After you have installed Eudora, to open Eudora

- Double-click on the application icon.

Eudora application icon

If you have installed Eudora Email 6.2.4 over an existing version of Eudora, your settings are automatically used from your previous version of Eudora.

If you have installed Eudora for the first time, the Settings option appears displaying the Getting Started settings dialog.

Getting Started Settings

If you are configuring Eudora for the first time, the Getting Started settings dialog appears when you open Eudora after installation.

Completing the settings requires information from your ISP or company email administrator. If you don't have the information required, you can click Cancel and complete the settings later, but you won't be able to send or receive email until you do.

To begin entering mail and address information

1. Enter the following information into Getting Started text fields:

SMTP Server (Simple Mail Transfer Protocol)—Enter the name of the outgoing mail sever for your principal email account if it's different from our incoming mail server name, for example: `smtp1.myfirm.com`. All outgoing messages sent from your primary account are routed through this server. If the computer that runs your primary incoming mail account is the same as your outgoing mail server, you can leave this field blank.

Email address—Enter the return email address that has been assigned to you by your ISP or your company's email administrator. This is the address that other people use to send you email. Also, the address you enter here is included in the From: field in all of your outgoing messages from this account. When a recipient replies to a messages from this account, the reply is sent to this address.

If you do not enter an address in this field, Eudora uses your incoming mail account as the email address. Incoming mail accounts are usually in the following format: `username@mailhost`. For example, suppose your incoming mail account is `John.Davis@worldmail.myfirm.com` but your email address is `John.Davis@myfirm.com`. You would then enter `John.Davis@myfirm.com` in this field.

Sample settings entered in the Getting Started settings dialog

2. To save your settings, click **OK**.

Hosts Settings

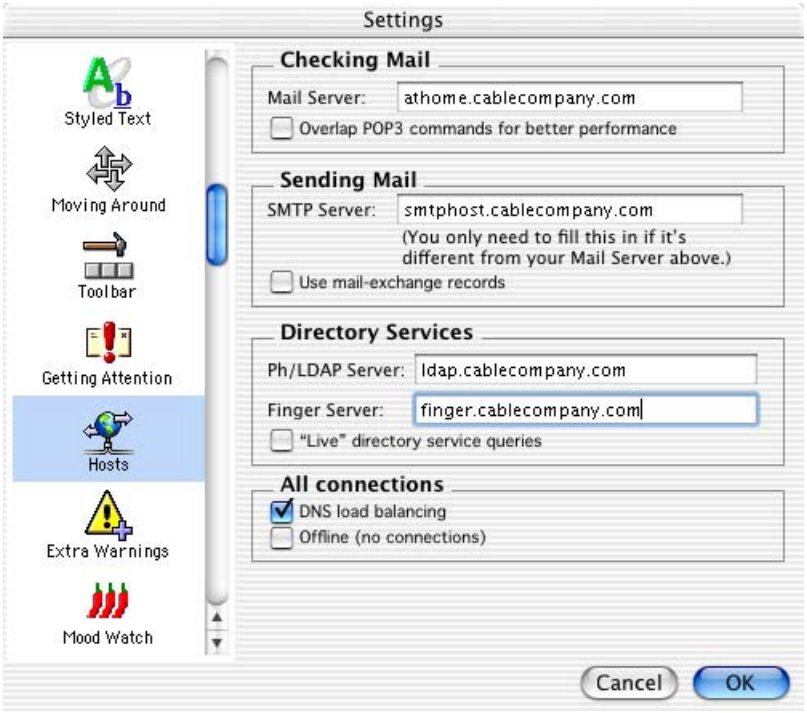
Now that you have entered the name of your incoming server in the Mail Host field in the Getting Started settings dialog, you may also need to enter the name of your *outgoing* mail server if it's different from your incoming server. Also in the Hosts settings dialog, you need to enter the names of the directory servers you will use to look up people on the Internet.

To enter the name of your mail and directory servers

1. From the Special menu, choose **Settings**.
2. In the Settings category list, scroll and choose **Hosts**.

   The Hosts Settings dialog appears.

   Sample settings entered in the Hosts settings dialog



3. Enter the following information in the Hosts settings dialog:

   Mail Server—This field should contain the name you entered in the Mail Server field of the Getting Started settings dialog. If not, enter the full name of the incoming mail server. For example: `incoming.myfirm.com`.

   SMTP Server—Enter the name of the outgoing mail sever for your principal email account, for example: `outgoing.myfirm.com`. All outgoing messages sent from your primary account are routed through this server. If the computer that runs your primary incoming mail account is the same as your outgoing mail server, you can leave this field blank.

Directory Services/Ph/LDAP Server—Should you decide to use directory services, enter the name of your directory services server that allows you to look up people on the Internet or your local intranet, for example `ph.myfirm.com` or `ldap.myfirm.com`. Your ISP or your email administrator can provide you with the server names to use for each type of directory service available to you, that is either Ph or LDAP services.

Finger Server—Should you decide to use Finger directory services, enter the name of the server that runs the Finger protocol for Internet and intranet searches. You can obtain this server name from your ISP or from your email administrator. If you leave this field blank, Eudora uses your SMTP server as your Finger server.

"Live" directory service queries—Check this box if you want your directory services to act on search information automatically. This saves you time when you perform Internet or intranet searching.

For more information on the remaining fields, see Hosts on page 358.

Specifying POP or IMAP for the Incoming Mail Server Protocol

As a final step, you need to specify whether your incoming mail server uses the POP or IMAP protocol for receiving and managing your mail. For the correct protocol, check with your email administrator or your ISP.

To enter POP or IMAP information

1. From the Special menu, choose **Settings**.
2. From the Settings category list, scroll and choose **Checking Mail**.

   The Checking Mail settings dialog appears.

Sample settings entered in the Checking Mail settings dialog (POP server)

3. In the Mail Protocol field, choose **POP** or **IMAP**, depending on which protocol your incoming mail server uses (the default for this field is POP).

   NOTE: Your Username and Mail Server should be the same as in the Getting Started settings dialog.

   Some of the fields will change depending on whether you choose POP or IMAP. Your ISP or email administrator will tell you if you need to enter any additional information in the POP-related or IMAP-related fields, such as an "IMAP Mailbox Location Prefix" if you are using IMAP. If you have been instructed to enter that information, do so now. See Creating an IMAP Account on page 106.

4. To save your settings, click **OK**.

   If you'd like more information on the additional fields of the Checking Mail settings dialog, see Checking Mail on page 322.

   If you use POP and you want to learn how to manage your mail on the POP server, see Managing Your Mail on the POP Server on page 98.

   If you use IMAP and you want to learn all about IMAP and how Eudora lets you check, receive, read, respond to, and otherwise manage your mail on the IMAP server, see Managing Your Mail on the IMAP Server on page 106.

Once you have configured Eudora, you are ready to begin sending and receiving messages! However, you may want to change the Eudora operating mode and register your copy of Eudora.

Importing from Other Email Programs

To import an email account from Apple Mail, Claris Emailer, or Outlook Express as a new account in Eudora

1. From the File menu, choose **Import Mail**.

   The Email Importer dialog appears.

   Email Importer dialog

2. Choose the email account from the list and click **Import Account**. To choose a mail folder to import via a standard file dialog, click **Import Other**.

   Once an account is selected to import, the Import Mail dialog appears.

   Import Mail dialog

   Import Mail ...
Please select the items you wish to import from the "yakko @ wb-tower" email account:
Email account settings
Mailboxes, messages and attachments
Address book information
Signature files
Cancel
OK

3. Choose the items you wish to import into Eudora and click **OK**.

Eudora transfers all the items you checked to your new Eudora account.

NOTE: If you have not set up a Dominant personality in Eudora, Eudora uses the default email account you previously set up in Mail. If you do have a dominant personality set up in Eudora, the account you choose is an alternate personality. You can choose more than one account.

IMPORTANT. It may take time for the migration to occur depending on how much mail and the complexity of your settings that you are importing into Eudora.

Using Eudora in One of Three Modes

You can choose one of three operating modes on how you wish to use Eudora:

Sponsored mode

This mode provides the full-featured Eudora desktop email client at no charge, supported by sponsors' advertising. It includes all of the features that are in the Paid mode except SpamWatch.

Paid mode

In this mode, Eudora leads you through the payment process, then activates the full-featured desktop email client without advertising.

Light mode

This is an upgrade to the freeware version formerly known as Eudora Light. It includes fewer features than the other modes and a sponsor image or logo, but no advertising window.

Choosing an Operating Mode and Registering Eudora

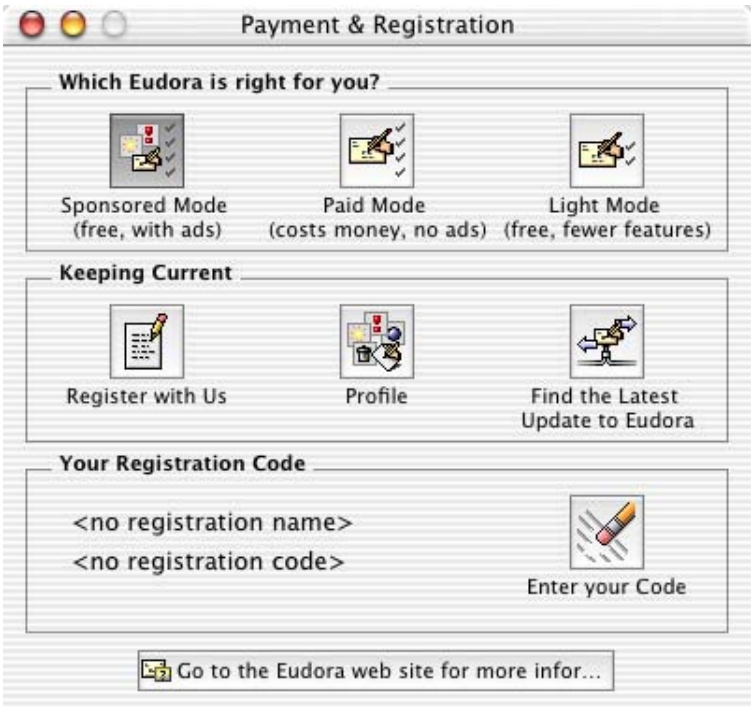
Eudora installs in Sponsored mode by default. If you have purchased through an online reseller, a registration code will be emailed to you that will automatically convert you to Paid mode. However, if you would like to manually change the operating mode, for example to Sponsored mode, you can do so right in the Eudora program. (Remember to request a refund from QUALCOMM. See the *Eudora Quick Start Guide* for refund information.)

To change the Eudora operating mode after you install Eudora

1. From the Help menu, choose **Payment & Registration**.

   The Payment and Registration window appears.

   Payment and Registration Window



2. In the *Which Eudora is right for you?* section:

   - To use Eudora in sponsored mode, click **Sponsored Mode (free, with ads)**.

     Eudora displays the ad window.

   - To use Eudora in paid mode, click **Paid Mode (costs money, no ads)**.

     Eudora displays the Eudora web site for you to purchase Eudora.

   - To use Eudora in light mode, click **Light Mode (free, fewer features)**.

     Eudora changes to Eudora in light mode by shutting down certain features.

3. In the *Keeping Current* section:

   - To register your copy of Eudora, click **Register with Us**.

     Eudora takes you to Eudora's registration web page. Enter your information, and an email will be sent to you confirming your registration. You need to be registered to upgrade to newer versions of Eudora and stay in Paid mode.

If you are using Eudora in Paid mode, you must register to be eligible for technical support.

If you don't register or use Eudora in Sponsored or Light mode, you are not eligible for technical support.

- To enter or change your profile, click **Profile**.

  Eudora displays a web site where you can provide information about yourself to help in customizing ads that may be of interest to you.

- To find the most current version of Eudora, click **Find the Latest Update to Eudora**.

  The Eudora web site displays for you to retrieve the latest version of Eudora.

4. In the *Your Registration Information* section, click **Enter your code** to change your registration when you change from one Eudora mode to another.

   The Registration dialog appears.

Registration dialog

If you cannot find your Eudora registration code, click **I Lost the Code**. The Eudora web site appears for you to search for your registration code.

NOTE: If you have registered more than once, it provides you with your last registration information. If this information is not correct, email us at *eudora-callcenter@qualcomm.com* for registration assistance.

Quitting Eudora

To quit Eudora

- From the File menu, choose **Quit** or press Command+Q.

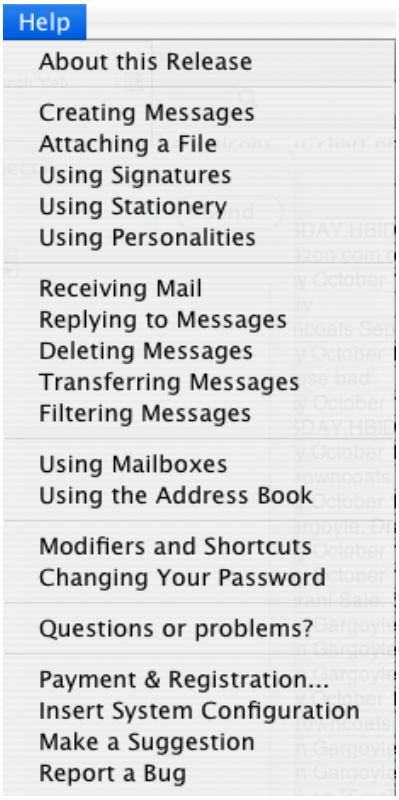
  If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them. See the sections Queuing a Message to Send Later on page 60 and Queuing a Message to Send at a Certain Time on page 61.

  The Trash mailbox is emptied if the **Empty Trash on Quit** box is checked in the Miscellaneous Settings. See Miscellaneous on page 366.

Getting Help

Eudora has an online help window that provides quick-reference instructions for accomplishing many of Eudora's operations. To display an online help window, choose the topic you want from the Eudora Help menu.

Eudora Help menu



Reporting a Bug

You can send a message to the Eudora Quality Assurance group to report a problem .Please include the nature of the problem along with steps to reproduce. To report a bug:

1. After composing your message, place the cursor at the bottom of your message composition window.
2. From the Help menu, choose **Insert System Configuration**.

   Your computer's configuration is inserted at the bottom of the message. This helps Eudora engineers analyze the problem.

   You can get specialized help from the Eudora web site. Just access the following web addresses:

   - Tutorial pages: `www.eudora.com/techsupport/tutorials/`
   - Get immediate help: `www.eudora.com/techsupport/mac/`
   - X-Eudora-Settings: `www.eudora.com/techsupport/mac/xsettings.html`
   - IMAP FAQ: `www.eudora.com/techsupport/mac/imapfaq.html`

Technical Support

If after reviewing all of the available materials in the user manual, the Quick Start Guide, the README files, the Online Help, you still need help, contact your ISP or email administrator or the Eudora Technical Support group.

Before you call technical support, you need to register your copy of Eudora in Paid mode. Be sure to register as soon as possible to avoid any delays in receiving technical support.

For a quick introduction to Eudora's basic functions, refer to the procedures provided in this guide and to your online help, which you can access from the Eudora Help menu.

Many common issues can be solved by visiting the Eudora technical support web site www.eudora.com/techsupport/mac/. The technical support web site provides online answers to your technical questions about QUALCOMM's Eudora software products. Go to the Technical Support web site to get valuable "how to" information and step-by-step interactive tutorials www.eudora.com/techsupport/tutorials/. Visit the Eudora User Forums to talk with other members of the Eudora community about your Eudora products at http://eudorabb.qualcomm.com/

Also, you will be able to retrieve most current Eudora products and documentation. (Sponsored and Light mode users may use the Eudora web site technical support and tutorials.)

If you are unable to find your answer using the technical support web site, Eudora tech support reps are available Monday - Friday from 8 a.m. to 5 p.m. Pacific Time using the following phone number and email address:

Phone: (858) 658-1292 (Paid mode only)

Person to person support is available to the Paid mode user who has a valid registration code.

Email: eudora-support@qualcomm.com (Paid mode only)

When sending email, make sure to include your Paid Mode registration code in the Subject field or in the body of your message.

About Security (Sponsored and Paid modes only)

Eudora supports Secure Sockets Layer(SSL), a security protocol for transferring information. SSL allows you to authenticate the server that sends and receives your email messages. Also, SSL is used to encrypt mail transfers so no one can read your messages while they are being sent to or received from your mail server.

SSL uses a security certificate system, just as most web browsers, to authenticate and encrypt your messages. Valid certificates should be present for SSL to work properly. These certificates are included in SSL and are usually updated by your ISP, email administrator, or Eudora. Valid certificates come with Eudora, and more will be provided to you as needed.

For both sending and receiving mail and for any personality, Eudora supports SSL through the SSL settings dialog.

TIP: To use SSL in Eudora, you must have Apple's *Keychain* installed on your computer.

Using SSL

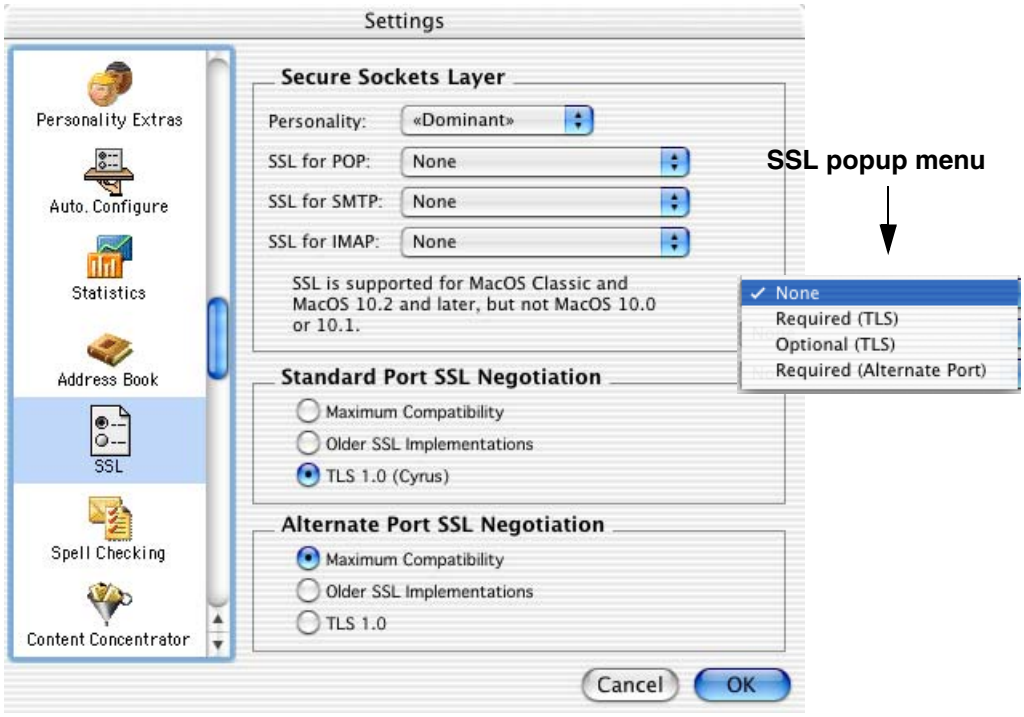
To access SSL settings for any of your personalities

1. From the **Special** menu, choose **Settings**.

2. Scroll and choose **SSL**.

   The SSL settings dialog appears.

   SSL settings dialog



3. In the **Personality** field, choose the desired personality from the popup menu. The SSL settings you will be choosing from the following fields will be for this personality. You can choose your dominant personality or any other personality you have previously set up.

4. In the **SSL for POP** field, from the popup menu, choose the SSL setting for receiving messages from a server using the POP protocol.

   In the **SSL for SMTP** field, from the popup menu, choose the SSL setting for sending messages to a server using the SMTP protocol.

   In the **SSL for IMAP** field, from the popup menu, choose the SSL setting for receiving messages from a server using the IMAP protocol.

5. After you select the desired protocol, choose one of the following from the popup menu:

   - **Never**—Do not use SSL for server authentication and mail transfer security, even if SSL is available on the server.
   - **Required (TLS)** (default)—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the STARTTLS command method to start SSL. If your server does not support STARTTLS, mail transfers will fail.
   - **Optional (TLS)**—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the TLS command method to start SSL, that is, if the server supports TLS. If your server doesn't support TLS, mail transfers will occur successfully, but they will not be secured with SSL.
   - **Required (Alternate Port)**—Use SSL for server authentication and mail transfer security by having Eudora automatically use the older style alternate port method for starting SSL. If your server does not support SSL on the appropriate ports, mail transfers will fail.

   TIP: If you use SSL and cannot make a connection when receiving or sending mail, you may need to check with your ISP to update any invalid SSL certificates. However, to override any issues with SSL when retrieving or sending mail, choose *Never* from the drop-down menu to make a successful connection.

Creating Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. The simplest way to create an outgoing message is to do the following:

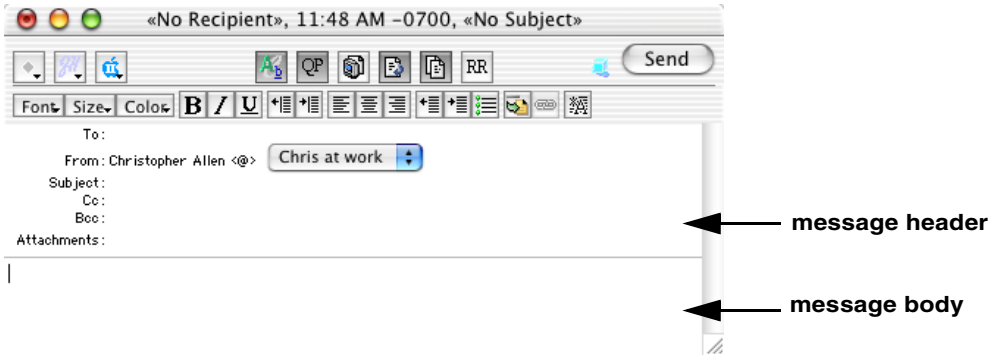
- From the Message menu, choose **New Message** or press Command+N. Or on the Eudora toolbar, click .

  The composition window appears.

Using the Composition Window

The composition window consists of the title bar, the icon bar, the formatting toolbar (for text styles), the message header, and the message body.

Composition window including header fields



Title Bar

The title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

- To open the mailbox in which the message resides, double-click the title bar.

- To open a menu containing the mailbox and/or folder(s) in which the message resides, hold down the **Command** key, and click the title in the title bar.
  - Select the mailbox from that menu to open it.
  - Select a folder to open the Mailboxes window with that folder highlighted.

Icon Bar

The icon bar is a row of icon buttons displayed just under the title bar. These icons let you control the priority of your message, override some of your default settings for the current message, apply text styles to the message, and send or queue the message.

When you click the leftmost icons, popup menus appear allowing you to make a selection. When you click the middle buttons, you can turn functions on or off for the current message. You may also see buttons to enable Eudora plug-ins when you click on them, for example PureVoice. Finally, the Send/Queue button at the far right lets you send or queue the current message. Following are the icon descriptions.

You can set some of the defaults for the icon bar in the Sending Mail settings, the Attachments settings, the Styled Text settings, and the Personality Extras settings. See Setting Eudora Preferences on page 320.

Priority

This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see Setting the Message Priority on page 38.

Signature

This lets you automatically add one of your signatures to the end of the message. For details, see Using a Signature on page 72.

Attachment Type

This lets you select the encoding format for attachments. For details, see the section Attaching a File to a Message on page 49.

Text Styles Toolbar

Click this icon to show or hide the formatting toolbar, for changing the style of your text. The cursor must be in the message area in order for you to use the icons on the formatting toolbar. For details, see Formatting Toolbar (Text Styles) on page 33.

Quoted-Printable Encoding

If this is on, quoted-printable encoding is used when sending messages or plain-text attachments that contain either special characters or long lines of text. It is recommended that you always leave this icon on.

Include Macintosh Information

If this is on, the Macintosh file type and resources are included in all but Uuencode attachments. For details, see Attaching a File to a Message on page 49.

Word Wrap

When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Keep Copy

If this is on, Eudora puts a copy of this message in your Out mailbox as soon as you send the message. Eudora keeps this message copy in your Out mailbox until you either delete it or transfer it to another mailbox.

Return Receipt (Sponsored and Paid modes only)

If this is on, your recipient’s email software returns a message to you notifying you when your recipient has opened your outgoing message. However, for this feature to work, your recipient’s email system must support return receipts. For details, see Requesting a Return Receipt (Sponsored and Paid modes only) on page 39.

Plug-ins (Optional)

You may see additional icons that, when clicked, enable a Eudora plug-in, if that plug-in is installed in your Eudora Stuff folder when you start Eudora. For more details, see Using Eudora Plug-ins on page 408. The example shown is the icon for QUALCOMM’s PureVoice Player-Recorder plug-in.

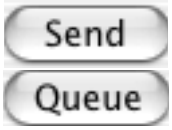
MoodWatch™

ice cube—There is no offensive language in the message.

1 chili—There may be a slight bit of offensive language in the message.

2 chilies—There may be offensive language in the message.

3 chilies—There is offensive language in the message.



Send or Queue

Click **Send** to send this message immediately. Click **Queue** to put this message in a queue (waiting line) in your Out box to be sent later. If the *Immediate send* option is on in the Sending Mail settings, the button is labeled **Send**. If this option is off, the button is labeled **Queue**. For details, see Sending or Queuing a Message on page 60.

Formatting Toolbar (Text Styles)

The formatting toolbar, when displayed, appears just under the icon bar. It consists of a series of popup menus and push-button icons that let you apply styles to the text in the current message.

To show or hide the formatting toolbar in the current message only, click the text styles toolbar icon on the icon bar (see the previous section).

To show or hide the formatting toolbar in all outgoing messages by default

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons, and choose **Styled Text**.
3. In the Styled Text dialog, turn the **Show formatting toolbar** option on or off.

NOTE: You can’t apply text styles to text you type in the header fields.

Font-related popups and buttons generally apply styles to any text you have selected in the message body or to text typed from the insertion point onward. Paragraph-related buttons apply styles to the whole paragraph(s) containing the currently selected text or the insertion point.

Click the popup menus to select the text font, size, and color. Click the other buttons to apply their styles or remove the style. The Link button requires that text (or a graphic) be selected.

The popup menus and buttons on this toolbar are described below.

Font

Makes the selected text a specific font (typeface)

Size

Makes the selected text a specific size

Color (Sponsored and Paid modes only)

Makes the selected text a specific color. Note that “No Color” is the default for text on your computer (usually black)

Bold

Makes the selected text **bold**

Italics

Makes the selected text *italic*

Underline

Makes the selected text underlined

Unquote (Sponsored and Paid modes only)

Removes one level of quoting (excerpt bars) from the selected text or the insertion point

Quote (Sponsored and Paid modes only)

Adds one level of quoting (excerpt bars) to the selected text or the insertion point

Align Left (Sponsored and Paid modes only)

Aligns the selected paragraph to the left margin

Align Center (Sponsored and Paid modes only)

Aligns the selected paragraph to the center of the page

Align Right (Sponsored and Paid modes only)

Aligns the selected paragraph to the right of the page

Indent Out (Sponsored and Paid modes only)

Removes one level of indent from the selected paragraph

Indent In (Sponsored and Paid modes only)

Indents the selected paragraph indented once to the left

Bulleted List (Sponsored and Paid modes only)

Makes the selected text a bulleted list.

Insert Horizontal Rule (Sponsored and Paid modes only)

Inserts a horizontal line at the position of the insertion point in the message body. The rule may be placed above or below the current line if the cursor shares the line with text. For more details, see Inserting Objects in Message Text (Sponsored and Paid modes only) on page 44.

Link to URL (Sponsored and Paid modes only)

Converts the *selected* text or graphic into a highlighted, clickable hyperlink to a URL that you specify. When your recipient clicks the hyperlink in the received message, he or she is immediately taken to the URL. You must fully qualify the protocol before in enter the web site address, http://, ph://, ftp://, for example: `http://www.eudora.com`. For more details, see Inserting Objects in Message Text (Sponsored and Paid modes only) on page 44.

Removes formatting

Removes all formatting from the selected text. Note that this button does not remove inserted objects such as horizontal rules, graphics, and hyperlinks.

Emoticon (Sponsored and Paid modes only)

This lets you add a graphic emoticon at the position of the insertion point in the message body. For more details, see Sending Emoticons on page 46.

For more information on text styles, see Formatting Text (Sponsored and Paid modes only) on page 40.

Message Header

Outgoing message headers consist of six fields: To, From, Subject, Cc, Bcc, and X-Attachments. You can directly edit the To, Subject, Cc, and Bcc fields. To move the insertion point between these fields, press the Tab key, or click in the desired field with the mouse, or press Return.

To:—Recipients' email addresses or nicknames you have defined. Multiple addresses and nicknames must be separated by commas. For more information on nicknames, see Using the Address Book on page 235.

From:—Sender's email address. This is usually your incoming email account plus your real name. You can use a return address other than your incoming mail account by entering the address in the *Email address* field of the Getting Started options. See Getting Started on page 320.

If you have multiple personalities set up, you can select the appropriate personality in the From: field popup menu. See Using Multiple Personalities (Sponsored and Paid modes only) on page 82.

Subject:—Brief text indicating the contents of the message. This field can be left blank although it is considered a point of email etiquette to include a subject with each message.

Cc:—Email addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses and nicknames must be separated by commas. This field can be left blank. *Cc* means "carbon copy."

Bcc:—Email addresses or nicknames of people you want to send a copy of this message to in confidence. The Bcc field does not appear in the header of received messages, so the recipients in the To and Cc fields will not know that a copy of this message was sent to these addresses. Multiple addresses and nicknames must be separated by commas. This field can be left blank. *Bcc* stands for "blind carbon copy."

(Sponsored and Paid modes only) You can also use the Bcc field to keep a copy of this message in one of your mailboxes. To do this, put the insertion point in the Bcc field and select the mailbox from the Fcc menu (normally the Transfer menu). The name of the mailbox is inserted into the Bcc field, preceded by "*f*:" and the whole expression is placed in quotes. After the message is sent, it is moved to that mailbox. *Fcc* stands for "folder carbon copy."

X-Attachments:—A list of documents being attached to and sent along with this message. You'll see an icon and name for each attachment. For instructions on how to add attachments to a message, see Attaching a File to a Message on page 49. To delete an attachment from an outgoing message, select it and press the Delete key. The attachment is deleted in Eudora, but not in your computer.

Message Body

After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see the sections Formatting Text (Sponsored and Paid modes only) on page 40 and Formatting Toolbar (Text Styles) on page 33.

You can insert pictures and horizontal lines into the message text. You can also create clickable links to URLs for your recipients. For more details, see Inserting Objects in Message Text (Sponsored and Paid modes only) on page 44.

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message, either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message

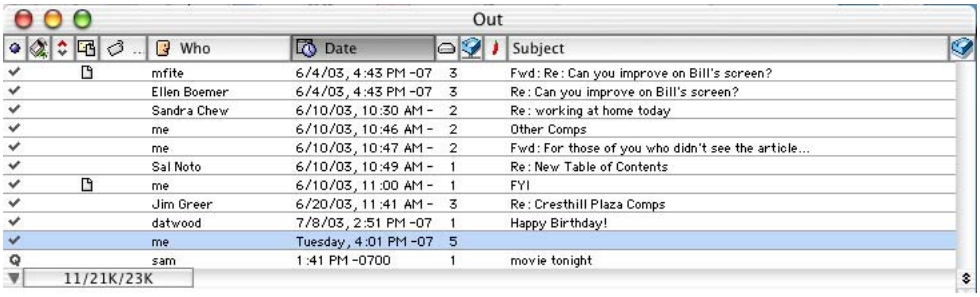
- From the File menu, choose **Save**.

To save all of the outgoing messages that you currently have open

- While holding down the Option key, choose **Save All** from the File menu.

Saved messages are put in the Out mailbox, and if at least one recipient is entered in either the To: or the Bcc: field, the saved message is shown with a bullet (•) in the Status column. If both the To: and the Bcc: fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved but is also ready to be sent or queued.

Saved (and sendable) messages in the Out mailbox


Out
Who
Date
Subject
mfite 6/4/03, 4:43 PM -07 3 Fwd: Re: Can you improve on Bill's screen?
Ellen Boemer 6/4/03, 4:43 PM -07 3 Re: Can you improve on Bill's screen?
Sandra Chew 6/10/03, 10:30 AM - 2 Re: working at home today
me 6/10/03, 10:46 AM - 2 Other Comps
me 6/10/03, 10:47 AM - 2 Fwd: For those of you who didn't see the article...
Sal Noto 6/10/03, 10:49 AM - 1 Re: New Table of Contents
me 6/10/03, 11:00 AM - 1 FYI
Jim Greer 6/20/03, 11:41 AM - 3 Re: Cresthill Plaza Comps
datwood 7/8/03, 2:51 PM -07 1 Happy Birthday!
me Tuesday, 4:01 PM -07 5
sam 1:41 PM -0700 1 movie tonight
11/21K/23K

You can continue making changes to the message or close it. If you try to close an outgoing message without saving that version of the message, an alert appears asking if your changes should be saved or discarded. If you choose **Discard** and the message has never been saved, the message is deleted.

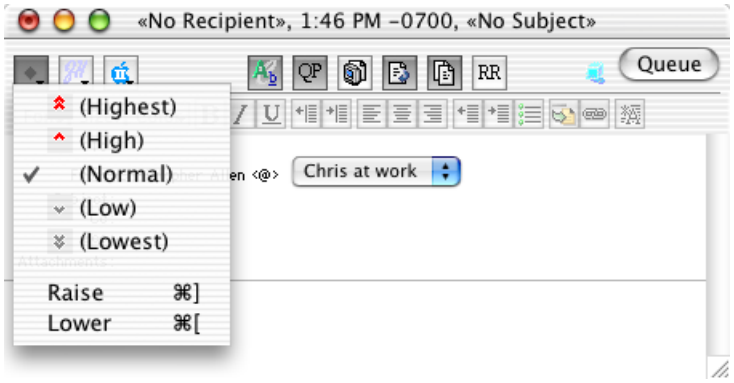
Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients; it does not affect the way mail transport systems handle the messages.

There are five priority levels available. Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Normal priority is used for messages that have no assigned priorities and is shown as a blank. You can also choose **Raise** or **Lower** to set the priority one level higher or lower, instead of setting a particular priority level.

New messages are created with the Normal priority. To change the priority of the current message, use the Priority popup on the icon bar of the composition window.

Changing the priority of a message using the Priority popup



To set up Eudora to always use the sender's priority on your replies

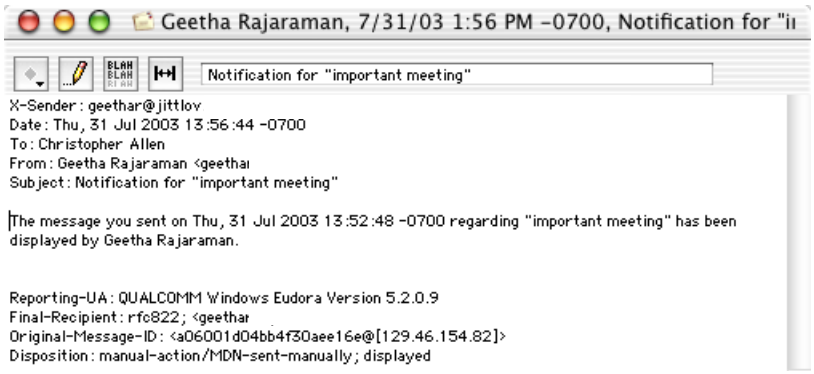
1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons, and choose **Replying**.
3. In the Replying settings dialog, turn on the **Copy original's priority to reply** option. You can always change the priority in the message window.

Requesting a Return Receipt (Sponsored and Paid modes only)

You can request that your recipients notify you when they have seen your message. To do this, click in the message window.

Your recipients receive a message with a request to notify you that they have seen the message. If your recipient clicks the **Notify Sender** button, you receive a message that tells you when that recipient opened your message.

Request for notification


Geetha Rajaraman, 7/31/03 1:56 PM -0700, Notification for "i
Notification for "important meeting"
X-Sender: geethar@jittlov
Date: Thu, 31 Jul 2003 13:56:44 -0700
To: Christopher Allen
From: Geetha Rajaraman <geethar
Subject: Notification for "important meeting"
The message you sent on Thu, 31 Jul 2003 13:52:48 -0700 regarding "important meeting" has been displayed by Geetha Rajaraman.
Reporting-UA: QUALCOMM Windows Eudora Version 5.2.0.9
Final-Recipient: rfc822; <geethar
Original-Message-ID: <a06001d04bb4f30aee16e@[129.46.154.82]>
Disposition: manual-action/MDN-sent-manually; displayed

If you sent yourself a copy of the message, you will or will not see the notification request depending on whether the *Prompt for receipts requested by self* option is turned on or off in the Miscellaneous settings. See Miscellaneous on page 366.

To determine how Eudora sends you a copy of the message, Eudora uses the "me" nickname. You can create the "me" nickname in the Address Book (see Using the Address Book on page 235). If you do not have a "me" nickname, Eudora uses the contents of the Username, Mail Host, and Return address fields from the Getting Started settings.

If you receive a message with a request for notification of receipt, you can click **Notify Sender** to send the notification, or you can just ignore it. If you ignore it, nothing happens. To remove the request without sending the notification, hold down the Option key and click **Notify Sender**.

Return Receipt options may or may not work as described. It all depends on your recipients' email software program.

Formatting Text (Sponsored and Paid modes only)

You can use standard text editing options to format the text of your outgoing messages, text files, and signature files. The formatting is sent to your recipients using Hypertext Markup Language format (HTML).

HTML is the text formatting standard used by Web browsers and newer email applications. Besides allowing you to use enriched text, HTML also lets you create bulleted lists and embed pictures, horizontal lines, and links to URLs (hyperlinks) in your outgoing email messages. Note that the formatting your recipient sees depends on how well their email software supports these standards.

It's important to know that you cannot completely control what happens on your recipients' computer. Depending on the type of computer they are using, their email software, their installed fonts, their settings or preferences, and other considerations, they could end up viewing something slightly or even very different from what you had intended. Also, the formatting changes you make are sent to your recipients, but your default text settings are not. Any text you did not change appears using your recipients' default text settings, which may be different from yours.

To select preferences for sending text in your messages

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category list and choose **Styled Text**.
3. In the Styled Text settings dialog, you can select whether you want Eudora to send your messages with styled or plain text or both.

If the *Ask me each time* option is on, then every time you send or queue a message that contains styled text, you are asked how you want to send the text: plain and styled both, styled only, or plain only. This setting is identical to the *Try to queue a message with styled text* option in the Extra Warnings settings (See Extra Warnings on page 360).

Text in outgoing messages, text files, and signature files can be formatted using the text editing menu commands found on the Text submenu from the Edit menu. However, styles in Signatures are sent only if there are styles in the body of the message. Otherwise, your signature (whether it has styles or not) will be sent as plain text.

Text in outgoing messages can also be formatted using the formatting toolbar. The Text submenu commands from the Edit menu are described below. See Formatting Toolbar (Text Styles) on page 33 for information on using the formatting toolbar.

Text Editing Menu Commands

To format text, use the commands on Text submenu from the Edit menu. If text in the message body is selected, the menu command applies the formatting to that text. If no text is selected but the insertion point is in the message body, then the font-related commands apply the formatting to the next text you type, and the margin-related commands apply the formatting to the current paragraph (the paragraph containing the insertion point).

Following is a description of the formatting options.

Plain, Bold, Italic, Underline—Makes the text plain (the default), **bold**, *italic*, or underlined. The keyboard shortcuts are, in the same order as above, Command+T, Command+B, Command+I, and Command+U.

Completely Plain—Clears all formatting and go back to the default settings. This command is available only if you hold down the Option key while displaying the Text submenu from the Edit menu. The Completely Plain command appears where the Plain command normally would. The keyboard shortcut is Option+Command+T.

Quote, Unquote (Sponsored and Paid modes only)—Adds (Quote) or removes (Unquote) one level of excerpt bars (|) to/from the selected or current text. Eudora uses excerpt bars to indicate or “quote” the sender’s original text when you reply to a message. The keyboard shortcuts are Command+’ for Quote and Option+Command+’ for Unquote.

Left, Center, Right (Sponsored and Paid modes only)—Aligns the selected or current paragraph to the left, the center, or the right of the current indent.

Margins: Normal (Sponsored and Paid modes only)—Makes the selected or current paragraph's left and right margins normal or flush with the message window (the default).

Margins: Indent, Indent 2, Indent 3, Indent 4(Sponsored and Paid modes only)—Makes the selected or current paragraph's left and right margins indented one, two, three, or four levels.

Margins: With Bullets (Sponsored and Paid modes only)—Converts the selected or current paragraph(s) into a bulleted list, where each paragraph is indented and begins with a bullet. Selecting this command again removes the bullets and returns the text to its prior margin. A checkmark appearing next to this command indicates that the bulleted list formatting is on.

Color (Sponsored and Paid modes only)—Makes the text black, indicated by No Color (the default), or the indicated color. Default color options are red, green, blue, yellow, and brown.

Font (Sponsored and Paid modes only)—Makes the text one of the fonts available on your Macintosh by choosing the font from the submenu. Remember that your recipient may not have the same fonts you do.

Size—Makes the text very small (Smallest) to very big (Biggest) and sizes in between. The increase or decrease is based on the next or previous standard point size. The full list of sizes is smallest, smaller, small, normal, big, bigger, and biggest.

Remember that you are viewing the text based on your default settings, but your recipient's settings and fonts may be different. For example, if you have a default font size of 10, and you edit your message text to be a bigger size, it would display as 18 points to you, but would display as 24 points for a recipient with a default font size of 14.

Insert Horizontal Rule (Sponsored and Paid modes only)—Inserts a horizontal line in your message text. A horizontal rule is inserted on the line containing the cursor (or on the line immediately below if the cursor is interior to a line of text). This allows attractive formatting of your messages using separators such as appears in web pages.

Insert Graphic (Sponsored and Paid modes only)—Inserts a graphic in your message. A dialog appears for you to select the graphic that you want to include in your text. The graphic is inserted into the message body at the insertion point position. You can continue typing text. Once the graphic is inserted in your message, you can drag it to where you want it. When your recipient opens your message, he or she will see the picture right in the message body, depending on whether or not the receiving computer and email software supports the display of pictures embedded in message text.

Link to URL (Sponsored and Paid modes only)—Convert the selected piece of text, or the selected graphic, to a clickable, underlined hyperlink to a Uniform Resource Locator (URL) you specify. When your recipient clicks the link, he or she is immediately taken to the URL.

To create a text or graphic hyperlink

1. Type the text or insert a graphic you want to link in your outgoing message, then select the text or graphic you want to hyperlink.

   The text or graphic is highlighted.

2. From the Edit menu, choose **Text** then **Link to URL.**

   The Link to URL dialog appears.

   Link to URL dialog

3. Type the URL you wish to hyperlink the text or graphic to, then click **Create Link**.

   - To unlink, click **Remove Link**.
   - To cancel the linking function, click **Cancel**.

The text or graphic is now linked and is highlighted and underlined in the message. When your recipient receives the message, opens it, and clicks the hyperlink, their default browser or other application opens and goes directly to the URL you specified.

Other protocols such as ftp:, mailto:, ph:, etc. may be linked in this manner.

Other Formatting Options

If you turn on the Word Wrap in the composition window, you do not need to use carriage returns in the body of your message. When you send the message, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient's computer.

Also, you can turn Word Wrap on for all messages by default by turning on the Word wrap option in the Composing Mail settings (see Composing Mail on page 329). However, if you're using stationery, the word wrap setting saved with the stationery file will override the Composing Mail setting. You can always turn on the Word Wrap icon in the composition window, which will override all other settings.

To manually wrap text

1. Select and highlight the text you want to wrap.
2. From the Edit menu, choose **Wrap Selection**.
    - To unwrap text, select the text you want, then hold down the Option key and from the Edit menu, choose **Unwrap Selection**.
    - To copy wrapped text without taking the carriage returns, hold down the Option key and from the Edit menu, choose **Copy & Unwrap**.
    - To copy wrapped and styled text without taking the carriage returns or styles, hold down the Shift and Option keys and from the Edit menu, choose **Copy Without Styles & Unwrap**.
    - To move text around in your messages or text files, or to move text from other application windows into your Eudora windows, use Copy and Paste or the Macintosh standard Drag and Drop functions. Note that the *Require control key for text/message dragging* option in the Miscellaneous settings lets you restrict drag-and-drop operations to the use of the Control key. Also note that the drag-and-drop options also apply to graphics inserted in messages by using the Insert Graphic command from the Text submenu from the Edit menu.

Inserting Objects in Message Text (Sponsored and Paid modes only)

You can insert pictures and horizontal rules into messages, and you can create hyperlinks to Uniform Resource Locators (URL) out of selected pieces of text or selected graphics. URLs are addresses that display Internet locations such as web sites and home pages.

To insert a horizontal rule in an outgoing message

1. In the message body, put the insertion point where you want the horizontal line to appear.
2. From the Edit menu, choose **Text** then **Insert Horizontal Rule** or click the **Insert Horizontal Rule** on the composition window formatting toolbar. A horizontal line is inserted at the insertion point or on the line immediately below if the insertion point is in a line of text.

To insert a picture in your message

1. In the message body, put the insertion point where you want the picture to appear.
2. From the Edit menu, choose **Text** then **Insert Graphic**.
3. Choose a graphic file from the dialog.

The picture is inserted and your recipient will see it in the message body when the message is opened. You can drag to move the picture, and you can type text around it.

You can also insert a picture into your message by dragging the graphics file from your desktop into the message body.

With QuickTime version 4.0 or later installed on your Macintosh, you can insert a variety of items into your outgoing messages using the Insert Graphic command (or drag-and-drop). You can insert graphics files in any formats QuickTime accepts, for example, JFIF/JPEG, GIF, TIFF, PNG, BMP (Windows Bitmap), MacPaint, Photoshop, QuickDraw Picture (PICT), QuickDraw GX Picture, QuickTime Image File, Silicon Graphics Image File, Targa Image File and more. You can also insert sounds (e.g., QUALCOMM PureVoice files), movies, and other multimedia content. Of course, what your recipient sees or hears will depend on the receiving computer, email software, and any installed multimedia software.

To link a piece of text or a graphic to a URL

1. Select and highlight the text or graphic.
2. From the Edit menu, choose **Text** then **Link to URL** or click the **Link to URL** on the composition window formatting toolbar.
3. In the dialog that displays, type the URL and click **Create Link**. The text or graphic is linked and underlined. Clicking on it takes you (or the recipient) immediately to the URL.

This command lets you link any piece of text or graphic to a URL. For example, your message can contain the text “For more information on our products, Click here.”

To insert a URL in a message, see Including a URL in a Message (Sponsored and Paid modes only) on page 52.

Sending Emoticons

Emoticons are characters used to indicate an emotion or expression. In internet communication, emoticons such as smiley faces can add an extra level of context to email messages.

There are three ways to put emoticons in an outgoing email message. You can type the emoticon characters directly into your message, you can use the emoticon pull-down menu in a new composition window, or you can use the “Insert Emoticon” command under the Edit menu.

To type an emoticon

1. When composing a new email message, click your cursor in the body of the message.
2. Type the emoticon characters. Eudora will automatically replace the characters with a graphic emoticon.

Emoticons

|-O (Yawn)	:-| (Whatever)
X;{ (Sick)	:-X (Lips Sealed)
O:-) (Halo)	:-P (Stick Out Tongue)
>:D< (Hug)	:-D (Laugh)
>:-o (Angry)	:-[(Embarrassed)
>:-} (Evil Grin)	:-) (Happy)
=D> (Applause)	:-((Sad)
=-O (Surprise)	:-$ (Money Mouth)
<:-| (Foolish)	:-/ (Undecided)
;-) (Wink)	:-* (Kiss)
8-) (Cool)	:-! (Foot in Mouth)
@>---- (Rose)	:'((Cry)

For example if you type the characters :-) in a new email message, Eudora will replace :-) with the happy face graphic icon.

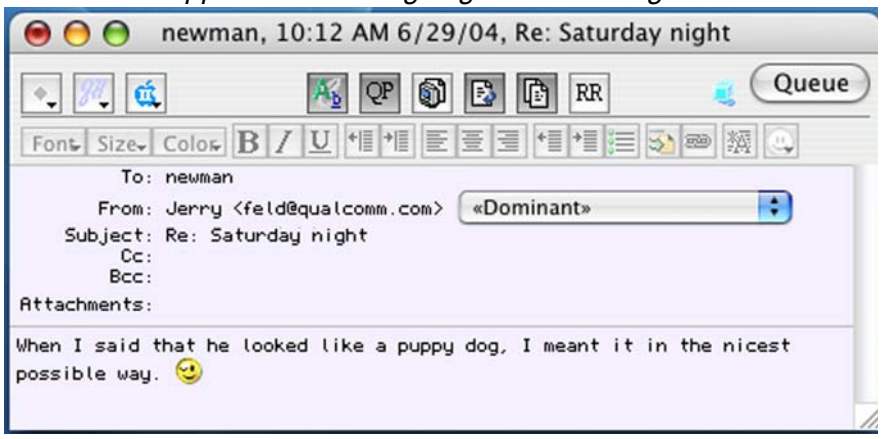
To choose an emoticon from a pull-down menu

1. When composing a new email, click your cursor in the body of the message.
2. From the formatting toolbar above your new message window, click the button.

   The emoticon submenu appears with the list of available emoticons.

3. From the list, click on an emoticon.

   The emoticon appears in the outgoing email message.



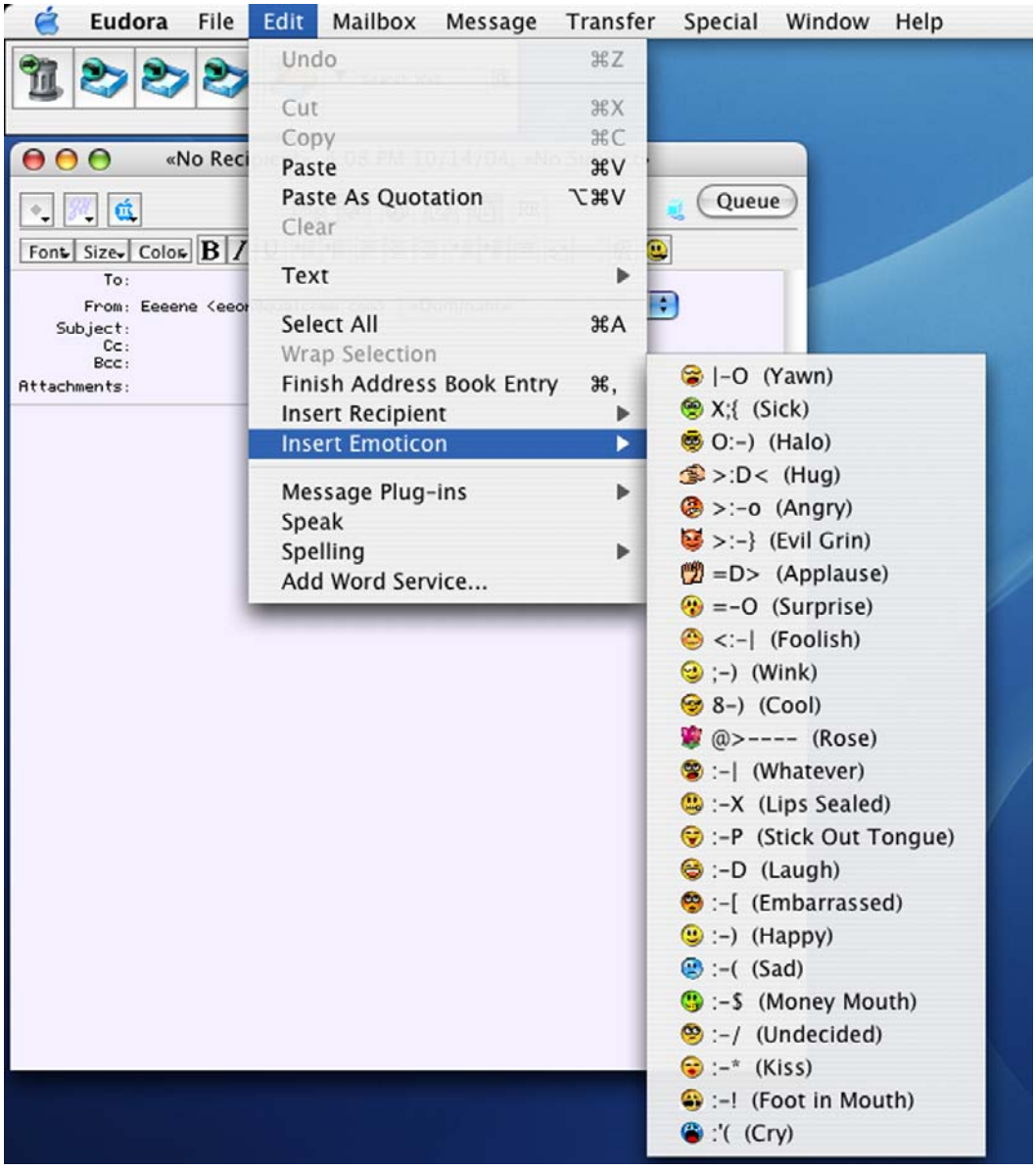
To use the Insert Emoticon command

1. When composing a new message, go to the **Edit** menu.

   *The menu appears below the **Edit** menu.*

2. Choose **Insert Emoticon.**

   A menu appears displaying the emoticons.



3. From the list, click on an emoticon.

   The selected emoticon will appear in the outgoing message.

NOTE: Emoticon display is controlled by the program reading the email message. Emoticons are not sent as image files with your outgoing email, so if the recipient of your email message is not using Eudora 6.2, their emoticons may display differently.

Attaching a File to a Message

Any Macintosh file can be attached and sent with a Eudora message. An attachment accompanies the email message and does not appear within the message text. Instead, the name of the document and its icon appear automatically in the *X-Attachments:* field of the message header.

To attach a file to a current outgoing message

1. From the Message menu, choose **Attach Document** or press Command+H.

   A standard file dialog appears.

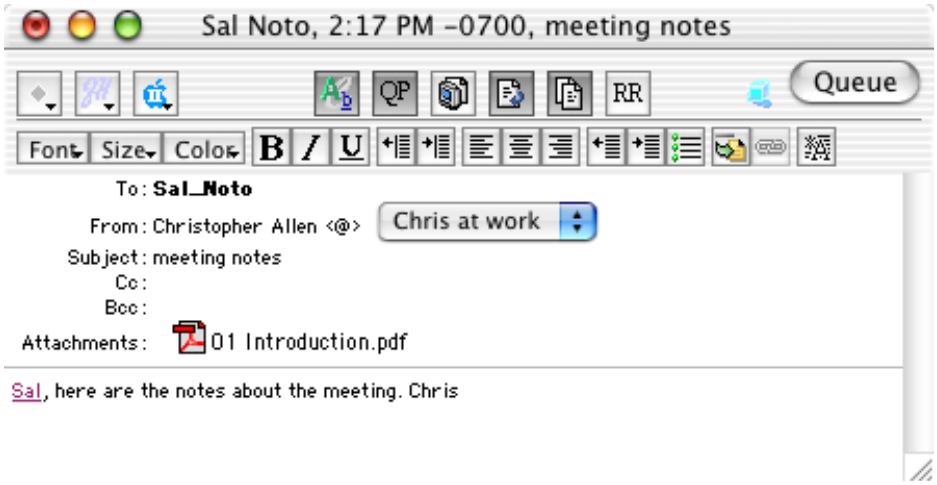
2. Once the desired document is located, choose it and click to attach the document to the message.

You can add as many attachments as you want.

You can also drag one or more files from the desktop onto the message window to attach them. To attach a graphic file, you must drag it above the header divider line, or else it will be inserted in the message body.

Use the Attach submenu from the Message menu to attach files created with Eudora plug-ins. See Using Eudora Plug-ins on page 408 for details.

An outgoing message with an attached document



To detach an attachment before you send a message

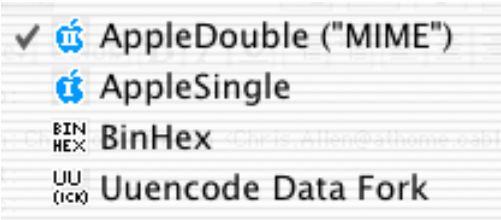
1. In the X-Attachments: field, choose the attachment.
2. Press the **Delete** key or from the Edit menu, choose **Clear**.

   The attachment is deleted.

When the message is sent, if the attachment is not a plain text file, it is encoded in the selected attachment type. This allows you to send any kind of attachment, even Macintosh applications.

The attachment types include the following:

Eudora attachment types popup



AppleDouble (“MIME”)—This is best for recipients with MIME-compliant email readers, regardless of what operating system they are using. For more information on MIME, see Using MIME on page 424.

AppleSingle—This works for recipients with MIME-compliant email readers on Macintoshes. Do not use this type if your recipient is not using a Macintosh.

BinHex—This is best for recipients on a Macintosh with an email reader that is not MIME-compliant.

Uuencode Data Fork—This is best for recipients using non-Macintosh systems that are not MIME-compliant.

You can select the default encoding method for all outgoing messages in the Attachments settings (see Attachments on page 338). On a message-by-message basis, you can select the encoding method from the Attachment Type popup on the icon bar of the message composition window.

If you want to include the Macintosh file-type and resources with an AppleDouble or AppleSingle attachment, be sure you click the Macintosh Information icon . This can be important in maintaining the integrity of the file for another Macintosh, but can confuse other operating systems. (You can turn this on by default for all outgoing messages by turning on the *Always include Macintosh information* option in the Attachments settings. See Attachments on page 338.)

If the attachment is a plain text file, it is not encoded in any special format before being sent, but you can use the *Include Macintosh Information* icon to force the document to be encoded with the desired encoding.

Sending Attachments to non-Eudora Users

If you send an attachment to someone who does not use Eudora, the attached file may be included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, BinHex, or Uuencode). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

The recipient of the attachment must have the supporting application software to open, view, and print the attachment file you send. For example, if you send a Word document, the recipient must have Word installed on their computer.

Inserting the Contents of a Text File into a Message

The contents of a text file can be inserted directly into a message (and then edited if desired).

To insert a text file into a message

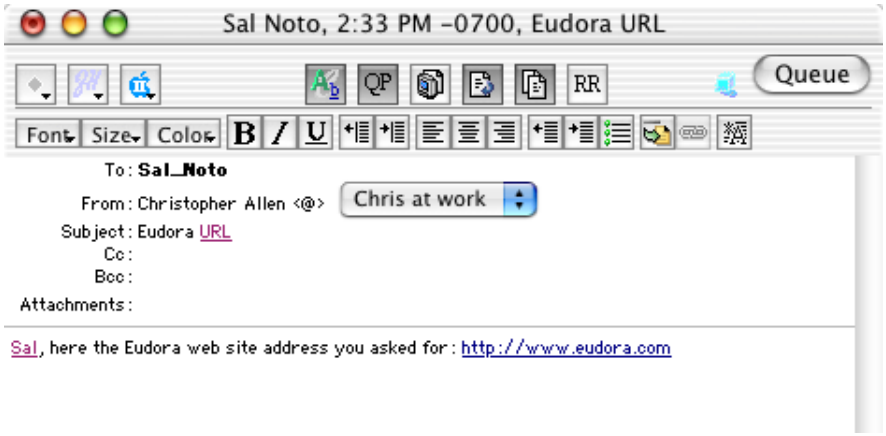
1. Put the insertion point where you want the text inserted.
2. From the Message menu, choose **Attach Document**.
3. Select the text file you want.
4. Click **Insert**.

The text from the file is inserted into your message, and you can edit it as normal.

Including a URL in a Message (Sponsored and Paid modes only)

To include an automatically hotlinked URL in an outgoing message, enclose the URL with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's email application can identify the item as a URL. For example, `<http://www.qualcomm.com/eudora>`. The URL is automatically highlighted as an active URL in your message window. The default highlighting is blue underlined text. Clicking on the URL immediately takes the recipient to that web site or other location.

URL in an outgoing message



To insert a piece of text or a graphic in a message and link them to an URL, see Inserting Objects in Message Text (Sponsored and Paid modes only) on page 44.

Checking Your Spelling (Sponsored and Paid modes only)

Eudora includes a built-in spelling checker. It can be used to check for misspellings in outgoing messages, incoming messages, text files, and signature files.

The spelling checker includes a built-in dictionary and also lets you create a custom user dictionary.

To customize Eudora's spelling checker

- Check your spelling automatically as you type, or only when you request it (manually).
- Ignore words containing initial capitals, mixed capitals (uppercase and lowercase characters), numbers, and all capitals.
- Suggest alternate spellings for misspelled words: that is, suggest words that look like the word you typed, that sound like the word you typed, or that look or sound like the word — or never make suggestions.
- Check outgoing messages for spelling as they are sent or queued and alert you if the message contains misspellings, so that you can correct them before you send or queue the message.

NOTE: Changes to the spelling settings can be made in the Spell Checking settings dialog. See Junk Mail (Paid mode only) on page 332.

Checking Your Spelling Automatically

Eudora's automatic spell checking feature highlights spelling errors as you type. You can correct the word immediately or after you finish writing your message.

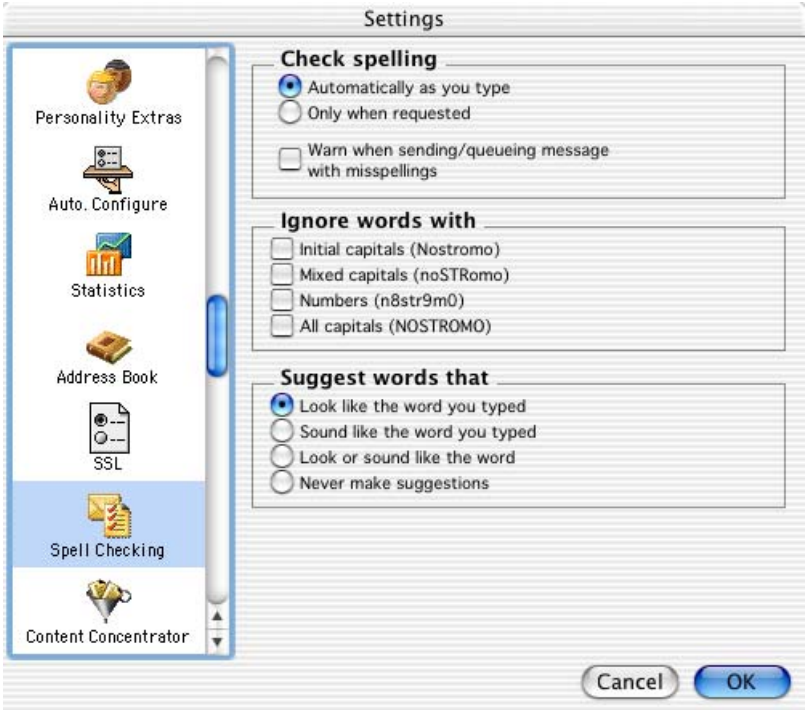
Before you can use the automatic speller, you need to make sure the *Check spelling: Automatically as you type* is turned on in the Spell Checking settings dialog.

To turn the automatic speller on

1. From the Special menu, choose **Settings**.
2. Scroll and select **Spell Checking**.

   The Spell Checking dialog appears.

Spell Checking dialog



3. Select **Automatically as you type** (if not already selected).
4. Click **OK**.

   Your automatic speller is turned on.

Checking Your Spelling Manually

If you prefer not to use the automatic spell checker, Eudora has a manual method to check your spelling. However, to check spelling manually, you must have *Check spelling: Only when requested* turned on in the Check Spelling settings dialog. See Spell Checking (Sponsored and Paid modes only) on page 334.

To check your spelling manually

1. In an open message window, text file, or signature file in Eudora, from the **Edit** menu, choose **Spelling** then **Check Spelling**, or press Command+6.

   Eudora scans your entire message including the Subject line of outgoing messages, or the selected text, and highlights all the misspelled words.

2. Double-click the highlighted word or place the insertion point anywhere in the word to select it. Either display the Spelling submenu or hold down the Control key and click the highlighted word to display the spelling context popup menu.

The submenu and the context popup menu each list Eudora's suggestions for the correct spelling of the misspelled or unknown word.

3. Choose your preferred spelling from the submenu or the context popup menu. Or choose **Add to Dictionary** or press Shift+Option+Command+6 to add the new word to your custom user dictionary.
4. Correct each highlighted word until you are finished. To proceed through the message, either double-click the next highlighted word or choose **Find Next Misspelling** from the Spelling submenu or the context popup menu, or press Option+Command+6.

More Spell Checking Information

The spelling checker ignores any text that is preceded by a quote mark, which is normally an excerpt bar, also called a sidebar (I), but which in older versions of Eudora can also be an angle-bracket (>) for unstyled text. Eudora assumes that this quoted text was originally from another message, and therefore does not need to be spell-checked.

The spell error word highlighting is not a style. It is a visual cue for you only and is removed from the message when you send it or close it. It will not affect any other styles in your message.

To correct a word marked as misspelled, you can place the cursor anywhere inside the word and then display the Spelling submenu or the context popup menu. You do not have to double-click the word.

If Eudora has no suggestions for the correct spelling of a misspelled word in any of its spelling dictionaries, then suggestions are not listed on the Spelling submenu or the context popup menu. Suggestions are also not listed if the Never make suggestions option is turned on in the Spell Checking settings dialog. See Spell Checking (Sponsored and Paid modes only) on page 334.

To add any new word or variant spelling to your custom user dictionary, double-click the word to highlight it, and then choose **Add to Dictionary** from the Spelling submenu or the context popup menu, or press Shift+Option+Command+6.

To remove any word from your custom user dictionary, double-click the word and choose **Remove from Dictionary** from either the Spelling submenu or the context popup menu.

NOTE: You can remove a word from Eudora's built-in spelling dictionary, but you must spell-check a message or file containing the word first.

Check Spelling on Send or Queue

To set up Eudora to check the spelling in a message when you send or queue it

1. From the Special menu, choose **Settings.**
2. Scroll the Settings category list and choose **Spell Checking**.
3. In the Spell Checking settings dialog, turn on the **Warn when sending/queuing message with misspellings** option.
4. To save your setting and close the Settings dialog, click **OK**.

If the *Warn when sending/queuing message with misspellings* option is on, the message is checked for spelling errors when the message is sent or queued. If spelling errors are found, they are highlighted and an alert appears, giving you a choice of either sending the message with spelling errors or with corrections.

To send the message with spelling errors

- In the alert, click **Send Anyway**.

To correct the spelling errors

1. Click **Cancel**.
2. Fix the errors.
3. Send the message again.

   The alert displays until all spelling errors are corrected.

To customize Eudora's built-in spelling checker, see Spell Checking (Sponsored and Paid modes only) on page 334.

Adding Custom User Dictionaries

To add a custom user dictionary for use with Eudora's built-in spelling checker, simply drop it into one of your Spelling Dictionaries folders.

When you install Eudora, Eudora creates a Spelling Dictionaries folder in your Eudora Stuff folder, under your Eudora Application Folder. Your custom user dictionaries are normally kept in this folder when you create them. However, you can also create a Spelling Dictionaries folder in your Eudora Folder, under your Documents Folder. If you create such a folder, then Eudora will put your newly created custom user dictionaries there. You can also add new dictionaries to that folder.

If you do create a Spelling Dictionaries folder in your System or Documents folder, be sure to move your User Dictionary into that folder. Always keep these two dictionaries in the Spelling Dictionaries folder you are currently using.

A dictionary is just a list of words in a text file, one word per line. You can create such a dictionary file yourself, using a text editor.

Eudora considers all of the dictionaries in your current Spelling Dictionaries folder — including your User Dictionary and all of your custom dictionary files as one big dictionary.

Using MoodWatch

MoodWatch monitors incoming and outgoing messages for offensive text. You can customize how you with to use MoodWatch with the MoodWatch settings dialog.

MoodWatch works similarly to a spell checker. MoodWatch scans and determines what words or phrases in a message or a header may be offensive. One, two, or three red chili peppers appear to indicate the severity of the offensive text. If you are sending or queueing a message, a warning appears letting you know that text in your message may be offensive to your recipient.

Using MoodWatch for Outgoing Messages

When you open a new composition window to begin writing a new message, MoodWatch scans each word and phrase you type and determines if it might be offensive to your recipient. The level of offensiveness is indicated by the appearance of one, two, or three red chili peppers, with three red chilies being the most offensive and one the least. As you write, chili peppers appear next to the Send or Queue button.

There is no offensive language in the message.

There may be a slight bit of offensive language in the message.

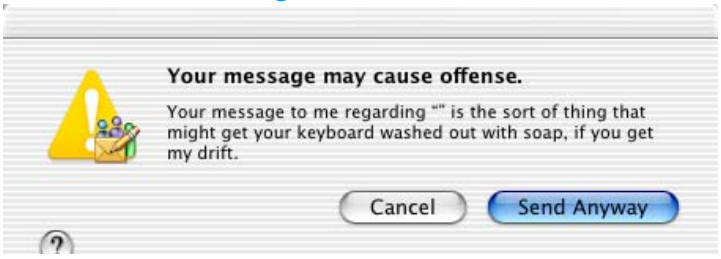
There may be offensive language in the message.

There is offensive language in the message.

After you click the Send or Queue button, a warning appears indicating there is offensive text in your email message.

Following is the warning you would get if three chili peppers displayed.

MoodWatch warning

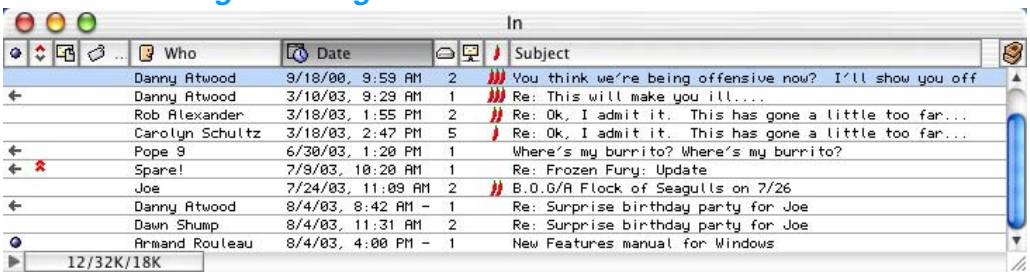

Your message may cause offense.
Your message to me regarding "" is the sort of thing that might get your keyboard washed out with soap, if you get my drift.
Cancel
Send Anyway

- To send the message despite the offensive text, click **Send Anyway**. Your message is sent. If you have Eudora set to Queue messages for later transmission, you can still retrieve the message in the Out mailbox to edit or delete it. You can then send the message or requeue it.
- To return to the composition window without sending or queuing the message, click **Cancel**.

Using MoodWatch for Incoming Messages

By changing the options in the MoodWatch settings dialog, you can have MoodWatch scan your incoming messages for offensive text as well. The indicators are one, two, or three chili peppers appearing in the mailbox's message summary column, as shown.

MoodWatch scanning incoming mail


In
Who
Date
Subject
Danny Atwood 9/18/00, 9:59 AM 2 You think we're being offensive now? I'll show you off
Danny Atwood 3/10/03, 9:29 AM 1 Re: This will make you ill....
Rob Alexander 3/18/03, 1:55 PM 2 Re: Ok, I admit it. This has gone a little too far...
Carolyn Schultz 3/18/03, 2:47 PM 5 Re: Ok, I admit it. This has gone a little too far...
Pope 9 6/30/03, 1:20 PM 1 Where's my burrito? Where's my burrito?
Spare! 7/9/03, 10:20 AM 1 Re: Frozen Fury: Update
Joe 7/24/03, 11:09 AM 2 B.O.G/A Flock of Seagulls on 7/26
Danny Atwood 8/4/03, 8:42 AM - 1 Re: Surprise birthday party for Joe
Dawn Shump 8/4/03, 11:31 AM 2 Re: Surprise birthday party for Joe
Armand Rouleau 8/4/03, 4:00 PM - 1 New Features manual for Windows
12/32K/18K

Also, by turning on an option in the MoodWatch settings, you can have MoodWatch scan and display chili peppers on all of your stored mail. See MoodWatch (Sponsored and Paid modes only) on page 362 for more information.

Sending Messages and Checking Mail

Sending or Queuing a Message

After you compose a message, you can send it immediately, or put it in a queue to be sent later or at a specified time.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the *Immediate send* option is turned on in the Sending Mail settings dialog. For more information, see Sending Mail on page 327.

To send the current message

- From the Message menu, choose **Send Immediately**, or click

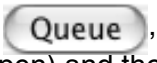
or press Command+E.

If you have the *Immediate send* option turned on, but want to put the current message in the queue, hold down the Option key and click **Send**. The Change Queuing dialog appears, and you can set detailed instructions. For more details, see Queuing a Message to Send at a Certain Time on page 61.

Queuing a Message to Send Later

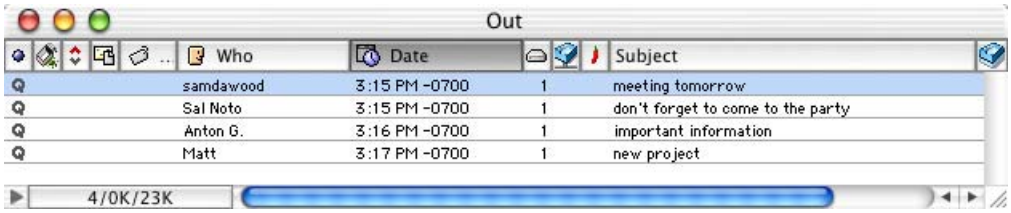
If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the *Immediate send* option is turned off in the Sending Mail settings dialog. See Sending Mail on page 327.

To put the current message in the queue

- From the Message menu, choose **Queue For Delivery** or click 

, or press Command+E. The message window is closed (if it was open) and the message is saved in the Out mailbox marked Q.

Queued messages in the Out mailbox



To send all of your queued messages

- From the File menu, choose **Send Queued Messages** or press Command + - (dash). The Task Progress window appears momentarily at the top of the screen indicating the progress of the transmission.

If you have the *Immediate send* option turned off, but want to send a message immediately, hold down the Option key and click Queue. The Change Queuing dialog appears, and you can select the *Send message Right Now* option. However, if you select this option, all messages that are queued in the Out box will be sent.

You can set up Eudora to warn you if you try to delete queued message or try to quit Eudora with queued messages waiting to be sent. To do this, turn on those options in the Extra Warnings settings dialog. See Extra Warnings on page 360.

Queuing a Message to Send at a Certain Time

To specify that a message be sent at a certain time in the future for the current outgoing message

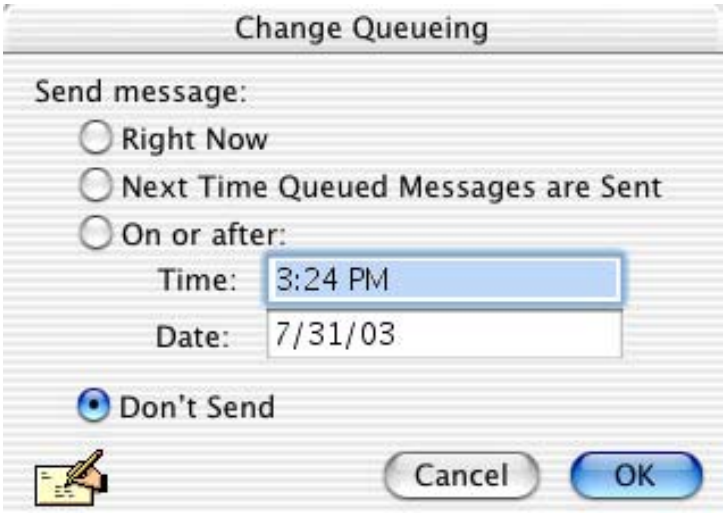
1. From the Message menu, choose **Change**.

   The Change submenu appears.

2. From the Change submenu, choose **Queueing**.

   The Change Queueing dialog appears.

Change Queuing dialog



3. Choose one of the following options:

   - If you choose **Right Now**, the message is sent as soon as you click **OK**.
   - If you choose **Next Time Queued Messages are Sent**, the message is sent the next time queued messages are sent, such as via the *Send Queued Messages* command from the File menu.
   - If you choose **On or after**, you can use the Time and Date fields to fill in the time and date you want the message to be sent. The message is saved in the Out mailbox showing a clock icon in the Status column, and is sent when the specified time arrives.

   NOTE: For the message to be sent at the specified time, Eudora must be running at that time. If not, then the message is sent the first time Eudora is started after the specified time has passed.

   - If you choose **Don't Send** for a message that has never been queued, nothing happens; the message is held in the Out mailbox until it is either deleted or requeued and sent.

Editing a Queued Message

To edit a queued message

1. Open the **Out** mailbox.
2. Double-click to choose the message summary.

3. Make the necessary edits and save it. The message is kept in the Out mailbox and remains at the Queued status. If you close the changed message without saving it, an alert appears asking you to save or discard your changes.

Taking a Message Out of the Queue

To unqueue a message that is queued

1. Open the **Out** mailbox.
2. Choose the desired message summary.
3. From the Message menu, choose **Change** then **Queuing.**

   The Change Queuing dialog appears.
4. Click **Don't Send**, then click **OK**.

This changes the message status from queued (Q) to sendable (•). The message is held in the Out mailbox until it is either deleted, requeued, or sent.

Sending Queued Messages When Checking Mail

If the *Send on check* option is turned on in the Sending Mail settings dialog, then every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent. See Sending Mail on page 327.

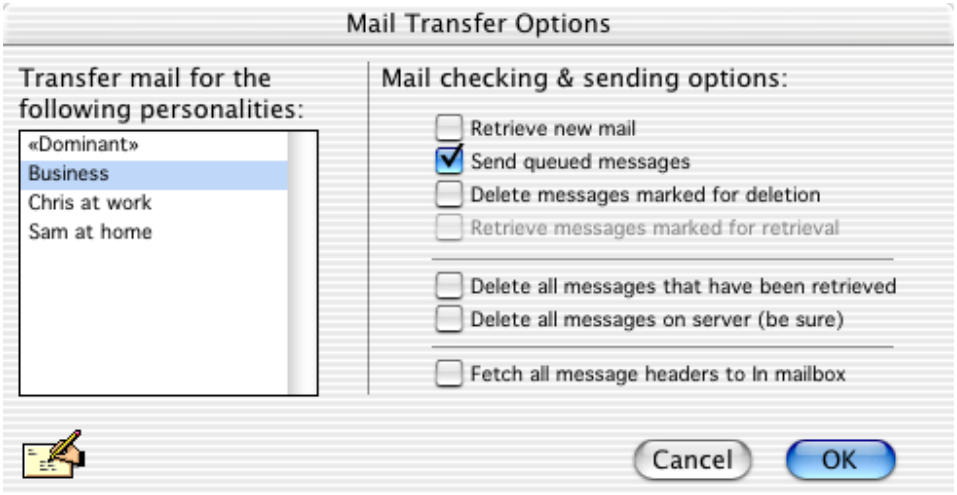
Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the incoming server (POP server only)

1. Hold down the Option key and from the File menu, choose **Send Messages Specially**.

   The Mail Transfer Options dialog appears.

Mail Transfer Options dialog



2. Set the options you want and click **OK**.

   All the actions you have requested are completed.

Sending Mail Through One Account (SMTP Relay)

(Sponsored and Paid modes only)

The Internet Service Provider (ISP) with whom you have your primary email account may not allow you to send messages through any other Simple Mail Transfer Protocol (SMTP) server but their own. If you have accounts at other ISPs or third-party email services, you may not be able to send mail from those accounts unless you use your primary ISP's SMTP servers. The SMTP relay feature allows you to send all your mail through your primary ISP's server.

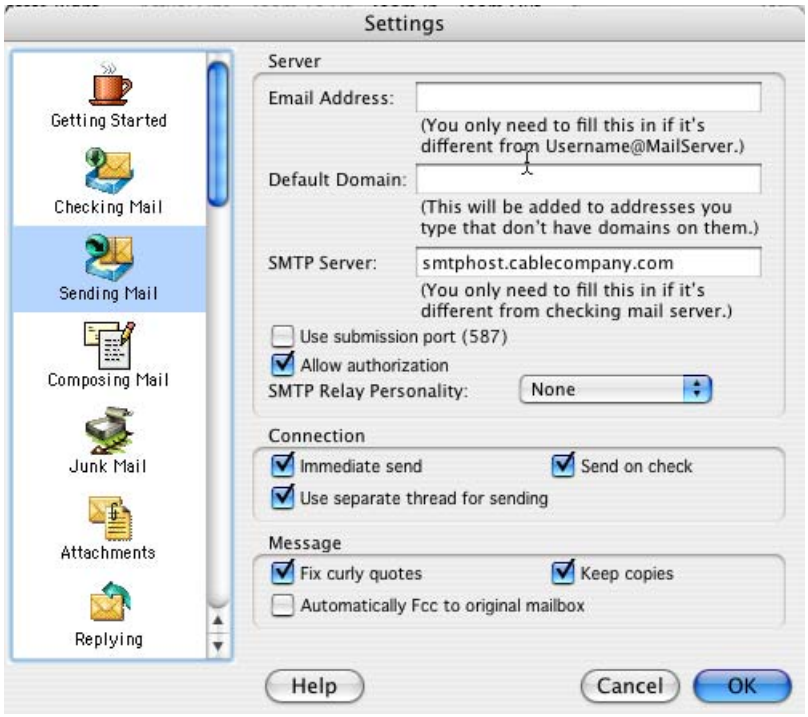
To use SMTP relay

NOTE: You must check the *Use relay personality, if defined* box in the Personality Extra settings dialog for each of your personalities that will use the SMTP relay.

1. From the Special menu, choose **Settings**.
2. Scroll and click **Sending Mail**.

   The Sending Mail dialog appears.

Sending Mail Settings dialog



3. In the *SMTP Relay Personality* field, choose the personality previously set up for the SMTP relay from the popup menu. *None* is the default.

4. Click **OK**.

   All messages sent from each of your personalities for which you checked the Use relay personality, if defined *box in the Personality Extras settings dialog will authenticate the account information for the selected personality.*

For example, if you bring your computer to a friend's house or your office, you can easily change your SMTP relay to a personality that uses a different ISP to send mail. Or, you can set the relay personality to *None* so that you can send all mail directly to the servers for each personality.

Using SMTP Authentication

SMTP authentication operates automatically in Eudora.

Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used. Once Eudora discovers that your SMTP server allows authentication when you send messages, a dialog appears that prompts you to enter a password.

To *not* log on to your SMTP server

1. From the Special menu, choose **Settings**, then **Personalities**.

   The Personalities settings dialog appears.

2. Turn off the **Allow Authentication** setting and click **OK**.

   WARNING: If you turn off the Allow Authentication option, you may not be able to send mail. Please check with your email administrator or ISP for instructions. If Eudora detects this situation, a warning dialog appears.

   - Click **Try Anyway**—Eudora will try to send your mail without authentication even though it will probably fail to send the mail.
   - Click **Allow**—Eudora will turn the “Allow Authentication” switch back on for that personality.
   - Click **Cancel**—Messages will not be sent for that personality.

Check with your email administrator or ISP for instruction if you have difficulties.

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages:

- To keep a copy of every outgoing message in the Out mailbox, turn on the **Keep copies of outgoing mail** option in the Sending Mail settings dialog. See Sending Mail on page 327.
- To keep a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the icon bar.

- To keep a copy of the current outgoing message in a particular mailbox, put the insertion point in the *Bcc:* field of the message and select the mailbox from the *Fcc:* menu (normally the Transfer menu).

In all of these cases, when the message is sent, a copy of the message is put in the specified mailbox with a checkmark ( ) in the Status column indicating that the message has been sent.

If none of these options are used, a copy of the outgoing message is put into the Trash mailbox after the message has been sent.

You can also set up a filter to save copies of outgoing messages in particular mailboxes based on information contained in the message. See the *Copy To* action under Filter Actions on page 182.

Checking for Incoming Mail

There are two ways to check your incoming server and transfer mail to your Macintosh: automatically and manually. These are described later.

The “incoming server” is where your mail is received and stored until it is transferred by Eudora to your Macintosh. You can use several different mail accounts with Eudora. Your main account, or “dominant personality,” is specified in the Getting Started settings dialog. Additional mail accounts, or “multiple personalities” are specified in the Personalities settings dialog with additional options in the Personality Extras settings dialog.

For more information on the Personalities setting dialogs, see Personalities (Sponsored and Paid modes only) on page 369 and Personality Extras (Sponsored and Paid modes only) on page 372. To set up and manage personalities, see Using Multiple Personalities (Sponsored and Paid modes only) on page 82.

When you check mail, either automatically or manually, the progress window shows the name of the personality for which mail is currently being checked.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see Managing Your Mail on the POP Server on page 98.

If you are using IMAP, see Managing Your Mail on the IMAP Server on page 106 for more details on how to check mail from an IMAP server.

Checking for Mail Automatically

To set up Eudora to automatically check your incoming account(s) and transfer new mail

1. From the Special menu, choose **Settings**.
2. Scroll the Settings category list and choose **Checking Mail**.

   The Checking Mail settings dialog appears.
3. In the Checking Mail settings dialog, turn on the **Check for mail every ? minutes** option, and enter the number of minutes that you want between mail checks. This controls your dominant account.

   If you are using multiple personalities, see Checking for Mail Automatically on page 90.

   Fifteen minutes is a good minimum interval because checking mail more often puts an unnecessary load on your incoming mail server. If the text field is empty or is set to 0, mail cannot be automatically checked.

   If automatic checking is set, the Check Mail command from the File menu shows you the next scheduled time for an automatic mail check.

Checking for Mail Manually

You can manually check for new mail at any time using any of these methods:

- From the File menu, choose **Check Mail.**
- Press Command+M.
- Click the **Check Mail** button on the main toolbar.

If you have not successfully entered your password since opening the Eudora program, you are prompted for it.

The Task Progress window is momentarily displayed, indicating that an attempt to reach your incoming account is being made and showing the personality name for each incoming account being checked. At the end of the mail check, barring errors, the Task Progress window is closed.

Stopping a Mail Check

To stop a mail check, use one of these three methods:

- Click the **Stop** button in the Task Progress window.
- Press the **Escape** key (**Esc**).
- Press **Command + .** (period).

Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for each incoming account that you have. This password is required by the incoming server before it transfers your mail, so that no one else can get your mail from the server. You can use Apple's System Keychain to store your Eudora password. See `www.eudora.com/techsupport/mac` for more information.

This does not protect your mail once it is on your Macintosh. Unless a message has been sent with some type of security, it is in plain-text format, which many applications can read. If you are interested in securing your Eudora messages on your Macintosh, you may want to consider using Mac OSX's built in user-level security through the Mac OSX accounts feature.

If you need to enter a password, the Password dialog appears. Type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

Entering your password

NOTE: Your incoming account password is case-sensitive, so the uppercase and lowercase characters must be typed in using the exact case. Be sure the Caps Lock key is off.

If your password is rejected, an error message appears indicating that you have entered the wrong password.

To redisplay the Password dialog

- From the Special menu, choose **Change Password**.

As long as Eudora is running, it remembers all of your passwords.

For Eudora to not remember your password

- From the Special menu, choose **Forget Password**.

The next time you check mail for any account, you are prompted for your password again.

You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again even if you quit and restart Eudora. You want to do this only if your Macintosh is in a secure location, where there is no possible chance of someone else having access to it.

To save your password

1. From the Special menu, choose **Settings**.
2. Scroll the Settings category list and choose **Checking Mail**.

   The Checking Mail settings dialog appears.
3. Check the **Save Password** box and click **OK**.

Changing Your Password

To change the password for your dominant account only

- From the Special menu, choose **Change Password** and follow the instructions below.

For both your dominant account and for each selected personality, you are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

This works only if the incoming server is running a compatible password-change server. For information about these servers, see Sources on page 418.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some servers require at least one number or symbol in your password, and it's a good idea to include such items even if they are not required.

Using Signatures and Stationery

Using a Signature

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You use only one signature at a time in a message, but you can have as many different signatures as you want.

Your signature is displayed in the Eudora message window at the bottom of the message. You can edit the signature in the message but it is changed only for that particular message.

Multiple signatures are available only if you are operating Eudora in either Sponsored or Paid modes. However, if you are operating Eudora in Light mode, you are allowed only one signature.

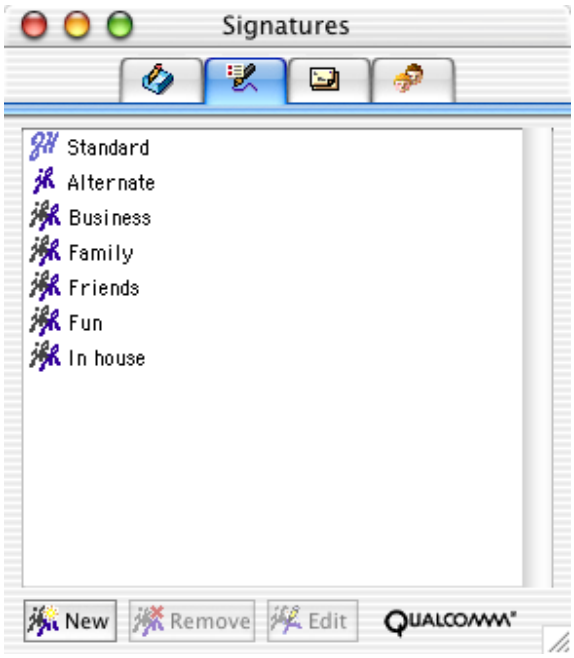
Signatures Window

Use this window to manage and apply signatures.

To open the Signatures window

- From the Window menu, choose **Signatures**. Or if the Signature window is in a visible tabbed window, click its tab.

Sample Signatures window



The Signatures window displays a single column list of your signature files.

NOTE: You can select only one signature at a time in the list; you cannot select multiple signatures.

At the bottom of the Signatures window are icon buttons that you can use to add (New), delete (Remove), or modify (Edit) a signature file.

- **New**—Create a new signature. You enter the name of the new signature.
- **Remove**—Delete the selected signature. Eudora asks you to confirm the deletion.
- **Edit**—Open an editing window to add a new or edit an existing signature.

Eudora comes with a default signature called Standard. This is an empty signature file that you fill with signature text.

Adding a New Signature

To create a signature

1. From the Window menu, choose **Signatures**.

   The Signatures window appears.

2. At the bottom of the Signatures window, click the **New** button.
3. Type a name for the new signature icon that appears and press **Return or click the Edit button**.

   The signature text window appears.
4. In the signature text window, type the text you want for your signature. When you are finished, close the window. An alert asks if you want to save the changes to the window.
5. Click **Save**. Or, to cancel and return to the text window, click **Cancel**. Or, to close the text window without saving your changes, click **Discard**.

You can add as many signatures as you like.

Modifying a Signature

To modify a signature

1. From the Window menu, choose **Signatures**.

   The Signatures window appears.
2. Click the signature icon you want to modify.
3. At the bottom of the Signatures window, click the **Edit** button.

   The signature text window appears.
4. You can also double-click on the signature icon to open the text window for that signature.
5. Make your changes to the signature. When you are finished, close the window. An alert asks if you want to save your changes.
6. To save the changes and close the window, click **Save**. Or, click **Cancel** to return to the text window. Or, click **Discard** to close the window without saving your changes.

To change the name of a signature

1. Click once on the signature name text in the Signatures window.

   After a brief pause, the name is highlighted in the edit box.
2. Type the new name and press **Return**.

Deleting a Signature

To delete a signature

NOTE: Eudora does not prompt you to confirm the removal of a signature.

1. From the Window menu, choose **Signatures**.

   The Signatures window appears.

2. Click the signature icon you want to delete.

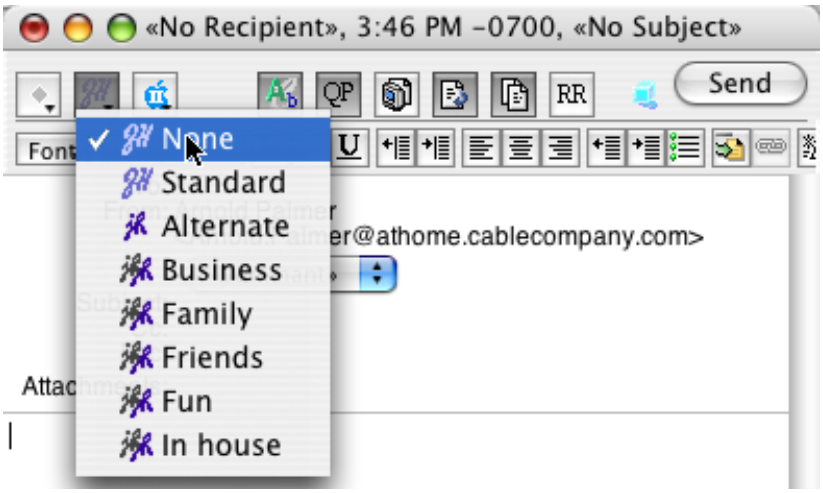
3. At the bottom of the Signatures window, click the **Remove** button or press the **Delete** key. The signature is deleted.

Including a Signature in Your Message

To include a signature in an outgoing message

- From the Signature popup on the icon bar in the composition window, choose the desired signature.

Setting the signature for a particular message



To include a particular signature in all of your outgoing messages

1. From the Special menu, choose **Settings**.

2. Scroll the Settings category icons and choose **Composing Mail**.

   The Composing Mail settings dialog appears.

3. In the Signature: field, choose a signature from the popup. This signature is now linked to your dominant personality. To link a signature to an alternate personality, see Linking a Signature and Stationery to a Personality on page 92.

For either dominant or alternate personalities, you can change the signature for a particular message by selecting a different signature or None from the Signature popup on the icon bar of the composition window.

To see your signature in the outgoing message before you send it

1. From the Window menu, choose **Signatures**.

   The Signatures window appears.

2. In the Signatures window, drag the signature item to the open composition window, dropping it at your desired position in the message. The signature text appears at that position.

   This is equivalent to cutting and pasting from the signature file. You can drag more than one signature at a time. However, be sure to set the Signature popup on the composition window icon bar to None for that message, so that no other signatures are sent with the message.

Using Stationery (Sponsored and Paid modes only)

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to by using the *New Message With* or the *Reply With* commands**.** This way you don't have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

Settings stored in stationery files override most other settings. For example, the signature that was set when the stationery file was saved overrides any default signature you select in the Settings dialog. You can, however, use the icons on the icon bar of the new message composition window to override any settings stored with the stationery.

You must keep your stationery files in the Stationery Folder located in your Eudora Folder found under the System or Documents Folder. Then you can gain access to these files from the Stationery window, the *New Message With* and *Reply With* submenus, and the Stationery popups in the Composing Mail and Personality Extras settings.

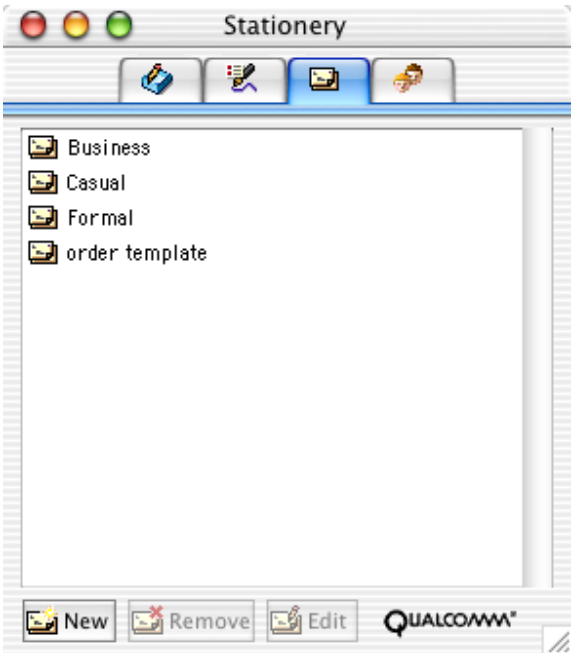
Stationery Window

Stationery files are created and managed from the Stationery window. You can also open a new stationery message from the Stationery window.

To open the Stationery window

- From the Window menu, choose **Stationery**. Or, if the Stationery window is in a visible tabbed window, click its tab.

Sample Stationery window



The Stationery window displays a single column list of your stationery files.

NOTE: You can select only one stationery at a time in the list; you cannot select multiple stationery.

At the bottom of the Stationery window are icon buttons that you can use to add (New), delete (Remove), or modify (Edit) a stationery file.

- **New**—Create a new stationery. You enter the name of the new stationery.
- **Remove**—Delete the selected stationery. Eudora asks you to confirm the deletion.
- **Edit**—Open a stationery messages to add a new or edit an existing stationery.

Creating New Stationery

To create a new stationery file from the Stationery window

1. From the Window menu, choose **Stationery**.

   The Stationery window appears.

2. At the bottom of the Stationery window, click the **New** button.
3. Type a name for the new stationery icon that appears and press **Return**.
4. Click the **Edit** button.

   A new message window is opened for the stationery file.

5. Enter the header information and/or message body text you want for this stationery.
6. In the upper right corner (normally where the Send or Queue button appears in an outgoing message), click the **Save** button.

   The stationery file is saved.

7. Close the stationery message window.

NOTE: After you have created the new stationery file, you can double-click on the stationery's icon in the Stationery window, and a new composition message window appears for you to send a message using this stationery.

Also, to change the stationery in a new outgoing message that's already open, simply drag the desired stationery icon from the Stationery window and drop it onto the open composition window.

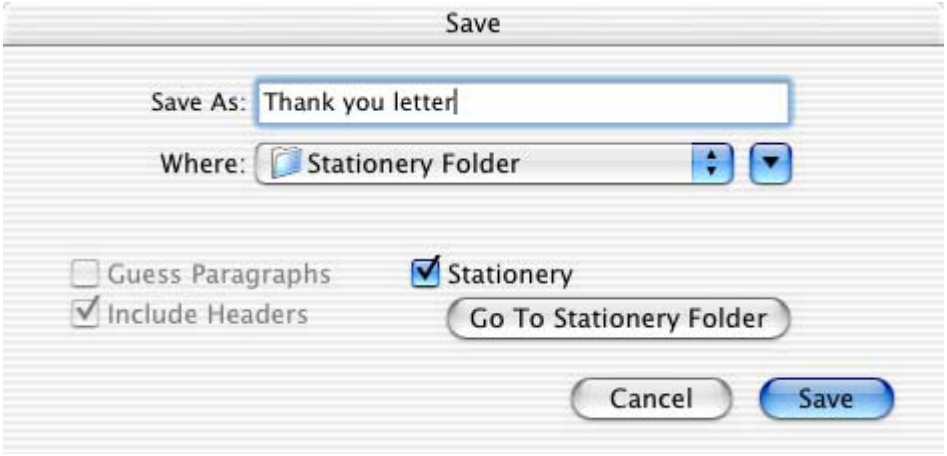
Creating New Stationery Using the Save As Command

To create a stationery file using the Save As command

1. From the Message menu, choose **New Message**, or click the New Message icon on the toolbar .
2. Enter the text you want into the message body and fill in the headers as appropriate (Subject, copies, etc.).
3. From the File menu, choose **Save As**.

The Save dialog appears.

Saving a stationery file using Save As dialog



4. In the Save as: text field, enter a name for the file.
5. Check the **Stationery** option box.
6. Click the **Go To Stationery Folder** button (you must keep the file in the Stationery Folder in your Eudora Folder, within your System or Documents Folder).
7. To create the stationery file, click **Save**.

To create stationery files from messages in your Out mailbox, no matter what their message status (sent, unsent, queued, etc.)

1. Open the **Out** mailbox.
2. Open a message or select one or more message summaries.
3. From the File menu, choose **Save As** and follow the previous procedure. You may need to edit the resulting stationery file to remove any extraneous headers or other text, if you saved multiple Out box messages. See Using the Content Concentrator (Sponsored and Paid modes only) on page 190.

Modifying Stationery

To modify a stationery file

1. From the Window menu, choose **Stationery**.

   The Stationery window appears.

2. Click the stationery icon you want to modify.
3. At the bottom of the Stationery window, click the **Edit** button.

The stationery message window appears.

NOTE: Instead of steps 2 and 3 above you can also hold down the Option key and **double-click** the stationery icon.

4. Modify the stationery. You can make changes to the headers and/or message body as you desire.
5. Click the **Save** button.
6. Close the stationery message window.

NOTE: To rename a stationery file, click the name box for the stationery item (in the open Stationery window). After a short pause, the name is highlighted for editing. Type the new name and press **Return**.

Deleting Stationery

To remove a stationery file

NOTE: Eudora does not prompt you to confirm the removal of a stationery file.

1. From the Window menu, choose **Stationery**.

   The Stationery window appears.

2. Click the icon for the stationery you want to delete.
3. At the bottom of the Stationery window, click the **Remove** button (or press the **Delete** key).

   The stationery is removed.

4. Close the Stationery window.

Sending or Replying to a Message with a Particular Stationery

To send a message with a particular stationery

1. From the Message menu, choose **New Message With**.

   The New Message With submenu appears.

2. From the New Message With submenu, choose the desired stationery. A new message composition window appears containing the header and body from the stationery file. You can edit and send this new message just as you would any other message.

To reply to a message with a particular stationery

1. From the Message menu, choose **Reply With**. The Reply With submenu appears.
2. From the Reply With submenu, choose the desired stationery. A new message composition window appears. The stationery header text is incorporated into the reply header text. The stationery body text is inserted below the quoted body text from the original message. You can edit and send this new message just as you would any other message.

NOTE: Another way to reply using a particular stationery is to drag the message summary from the mailbox window and drop it on an icon in the open Stationery window. A new reply message is created using that stationery and is composed as described above.

To use a particular stationery file for all of your outgoing messages

1. From the Special menu, choose **Settings**.
2. Scroll the Settings category icons and choose **Composing Mail**.

   The Composing Mail settings dialog appears.

3. From the Stationery popup, choose the desired stationery. Most new messages use this file, unless you create the message with the “Redirect” or “Send Again” command or from the “New Message With” or “Reply With” submenu. If None is selected in the Stationery popup, no default stationery is used for the selected personality. To link a particular stationery to an alternate personality, see Linking a Signature and Stationery to a Personality on page 92.

You can also set up a filter to reply with a stationery message. For more details, see the *Reply With* filter action under Filtering Messages on page 172.

EUDORA

Using Multiple Personalities

(Sponsored and Paid modes only)

Using Alternate Email Accounts

In Eudora, you can set up a different “personality” for each alternate email account you have. For example, if you have work, home, and school email accounts, you can set up Eudora to send and receive email for each of these accounts, all without having to quit and restart Eudora. That is, you can check mail for all your personalities at once, or for selected personalities, and you can do the same for sending mail. You can even stagger your automatic mail checks.

To set up a personality, you enter information in the Personalities and Personality Extras dialogs, which are found in Settings under the Special menu or in the Personalities window under the Window menu.

For each new personality you create, you need the following information:

- personality name
- real name
- username
- mail host name (incoming server)
- SMTP server name (outgoing server if different from the incoming server)
- default domain
- return address (if different from `username@mailhost`)
- checking and sending mail settings
- server configuration
- authentication method
- default stationery
- default signature if you’re not using stationery.

Some of these settings are required, and some are optional. For more details, see Personalities (Sponsored and Paid modes only) on page 369 and Personality Extras (Sponsored and Paid modes only) on page 372.

All other settings in the Settings dialog (and elsewhere in Eudora) apply to all personalities. If you change any of those settings, the changes apply to all personalities as well.

NOTE: You can create multiple personalities for the same user account. Just use a different personality name and some of the information from the first personality; that is, you “clone” the personality and change a few items. However, make sure you don’t check mail for the same account. If you do so, you’ll receive an error message.

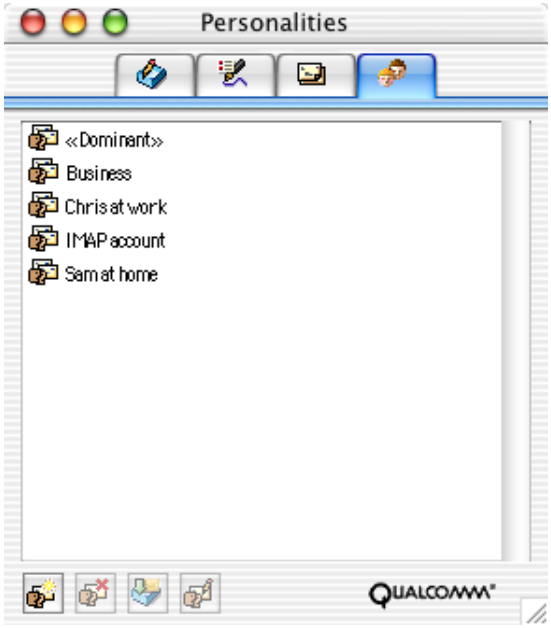
Personalities Window

You use the Personalities window to manage, gain access to, and apply your e-mail accounts (personalities) when you use more than one account.

To open the Personalities window

- From the Window menu, choose **Personalities**. Or, if the Personalities window is in a visible tabbed window, click its tab.

Sample Personalities window



The Personalities window displays the personality icon and name for each personality you have set up. <<Dominant>> indicates your principal email account, which is the account Eudora uses whenever you don't specify a particular personality, and it's the account associated with all the mail stored before you began using personalities.

You can select multiple icons and names in the Personalties window to perform some of the operations listed below. Press the Shift key to select a consecutive range of items and press the Command key to make non-consecutive selections.

At the bottom of the Personalities window are icon buttons that you can use to manage personalities.

- **New**—Add a new personality. When you click this button, a new personality icon appears in the personalities column. See the following section "Creating a New Personality."
- **Remove**—Delete the selected personality. Note, however, that you cannot delete the <<Dominant>> personality. You are prompted to confirm the deletion for each personality you have selected to delete. Note that these deletions are permanent and *cannot* be undone! When you delete a personality, any messages associated with that personality are reassigned to your Dominant personality. You can use the Delete key as a shortcut for this command. See Deleting a Personality on page 88.
- **Check Mail**—Checks mail for the selected personalities.
- **Edit**—Displays the Personalties settings dialog for you to add a new or modify an existing personality's information. You can modify only one personality at a time.

You can drag one or more received messages to a personality item in the personalities window. Eudora will "Reply" as that personality to the message.

Creating a New Personality

To create a new personality

1. From the Window menu, choose **Personalities**.

   The Personalities window appears.

2. Click the **New** button.

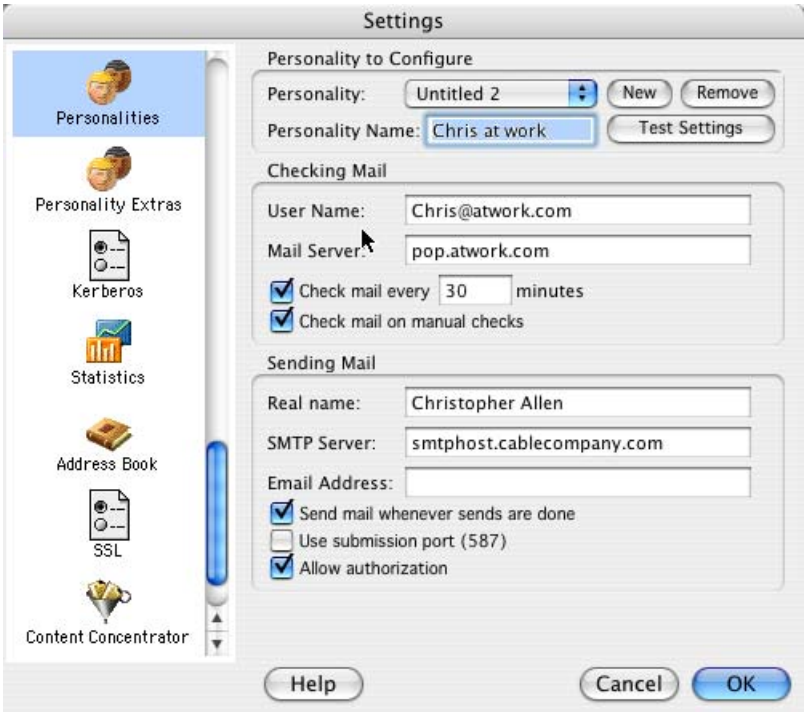
   An untitled personality item appears with the personality icon.

3. In the name box for the new item, type a name for the personality and press **Return**. (If the name box is not already highlighted for editing, click it once. After a short pause, the box is highlighted.)

4. With the personality item still highlighted (click once on the icon if it is not), click the **Edit** button.

   The Personalities settings dialog appears.

   Sample Personalities settings dialog



   NOTE: Also, you can display the Personalities settings dialog by choosing **Settings** from the Special menu. In the Personalities settings dialog, just click the **New** button to enter a new personality.

5. Enter the appropriate information. Following are the field descriptions.

   Personality Name—Enter the name of the personality being created, for example, Business or School). <<Dominant>> indicates your dominant personality.

   The name shown here may be different from the Real name associated with the personality.

   Username—Enter the name you use to login to this email account. For example, in the incoming mail account `rclark@worldmail.myfirm.com`, the login name is `rclark`. The part after the at sign "@" is the name of the incoming mail server, that is the mail host name.

Mail Server—Enter the name of the incoming mail server for this personality. All incoming messages to this personality are routed through this server.

Check for mail every ? minutes—Enter a number in this option to specify the time intervals between mail checks for this personality.

Check mail on manual check—Turn this option on so each time you check mail manually, for example, by choosing the Check Mail command from the File menu, mail is checked for this personality as well. When you create a personality, this option is checked by default.

Real name—Enter the real name assigned to this personality, generally a first and last name. The text you enter here is included in the From: field of all your outgoing messages from this personality and identifies the source to your recipients. It appears before your return address in the message header.

SMTP Server—Enter the name of the outgoing mail server for this personality. Outgoing messages you send are routed through this server. If the mail host selected by this personality's incoming mail account also runs on an SMTP server, you can leave this field blank.

Email Address—If this address is different from the personality's incoming mail account, enter the return email address used in outgoing messages and replies for this personality. The address you enter here is included in the From: field of all your outgoing messages from this personality. And when a recipient replies to a message from this personality, the reply is sent to this address. If you do not enter an address in this field, Eudora uses the personality's incoming mail account as the email address. Incoming mail accounts are usually of the form `loginname@incomingmailserver`. For example, suppose your incoming mail account is `rclark@worldmail.myfirm.com` but your email address is slightly different `rclark@myfirm.com`. You would then enter `rclark@myfirm.com` in this field.

If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid email address, no one will be able to reply to mail sent from this personality.

Send mail whenever sends are done—Turn this option on so queued mail for this personality is sent whenever Eudora sends queued mail.

Allow Authentication—If this setting is checked, Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used.

6. **Use Submission Port (597)**—If you select this option, when sending mail, Eudora will connect to the outgoing mail server on the new 'submission' port 578 instead of the old SMTP port 25. Using the submission port requires authentication to be turned on.

7. In the Settings category list, click **Personality Extras** and enter additional information if you wish for that personality. See Personality Extras (Sponsored and Paid modes only) on page 372 for field descriptions.

8. When finished, click **OK**.

Modifying a Personality

To modify a personality

1. From the Window menu, choose **Personalities**.

   The Personalities window appears.

2. Click the personality icon to highlight the personality you wish to modify. You can modify only one personality at a time.

3. Click the **Edit** button.

   The Personalities settings dialog for that personality appears.

4. Make any changes you want, then either click **OK**, or click the Personality Extras category in the Settings list, make additional changes for that personality, and click **OK**.

   NOTE: If you want to change other settings, or use a separate set of mailboxes for a personality, see Putting Multiple Users on One Macintosh on page 413.

To change the name of a personality

1. Click the personality name text in the Personalities window.

   After a brief pause, the name is highlighted in the edit box.

2. Type the new name and press **Return**.

Deleting a Personality

NOTE: You cannot delete or rename your Dominant personality.

To delete a personality

1. From the Window menu, choose **Personalities**. The Personalities window appears.
2. Click the personality icon to highlight the personality you wish to delete. You can select multiple personalities for deletion if desired.
3. Click **Remove** or press the **Delete** key.
4. A dialog appears asking you if you really want to delete the personality. A separate dialog appears for each personality you chose to delete.
5. To delete the personality, click **OK**, or if you change your mind, click **Cancel**.

   WARNING: Deletion of a personality cannot be undone! When you delete a personality, all messages associated with that personality (both incoming and outgoing) are assigned to your Dominant personality. However, if you recreate a personality with the identical personality name, those messages will be reassigned to the new personality.

Creating a New Message from the Personality Window

NOTE: Your Dominant personality is your principal email personality. It is the personality Eudora uses whenever you do not specify otherwise. Also, it is the personality that is associated with all mail stored before you began using multiple personalities.

One easy way to create a new outgoing message from any of your personalities, but particularly your alternate (non-dominant) ones, is the following:

1. From the Window menu, choose **Personalities**.

   The Personalities window appears.
2. Double-click the desired personality icon or click the personality icon and press **Return**.

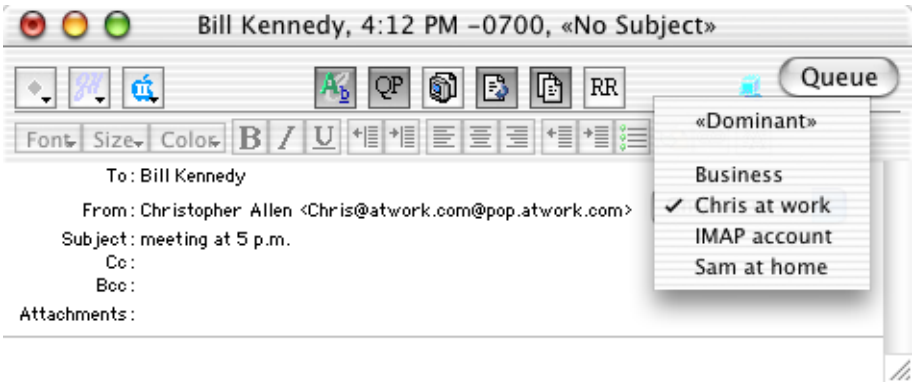
A new composition window is opened that is addressed from that personality.

Changing the Personality of a New Message

To change the personality of a new outgoing message once you have opened it, use one of these methods:

- Select the new personality from the Personality popup in the From: field of the message header.

Personality popup in the From: field



- Select the new personality from the Personality submenu found under Change in the Message menu.
- Open the Personalities window from the Window menu and drag the icon for the desired personality onto the composition window.

In any of these methods, the information in the From: field of the composition window changes to reflect the new personality. This generally consists of the real name and the return email address for that personality.

These methods also provide a way to create a new outgoing message from any of your non-dominant personalities. Simply open a new message for your Dominant personality using one of the standard methods, for example, by clicking the New Message button on the toolbar, then change the personality to your desired account using one of the personality-change methods above.

For information on how to change the personality associated with an *incoming* message, see Replying from a Personality on page 90.

NOTE: The Personality submenu and the From: field Personality popup are available only when you have multiple personalities set up.

Checking Mail for Your Personalities

To check mail for one or more of your personalities

1. From the Window menu, choose **Personalities**.

   The Personalities Window appears.

2. Select the personalities for which you want to check mail.
3. Click the **Check Mail** button at the bottom of the Personalities window.

Eudora checks your mail for all of your selected personalities.

Checking for Mail Automatically

To set up Eudora to automatically check your incoming account(s) and transfer new mail for a particular personality:

1. From the Special menu, choose **Settings**.
2. Scroll the Settings category list and choose **Personalities**.

   The Personalities settings dialog appears.

3. In the Personalities settings dialog, choose the desired personality in the Personality popup.
4. Turn on the **Check for mail every ? minutes** option and enter the number of minutes that you want between mail checks for that personality.

   NOTE: Fifteen minutes is a good minimum interval because checking mail more often puts an unnecessary load on your incoming mail server. If the text field is empty or is set to 0, mail is not automatically checked.

Replying from a Personality

To easily reply to a message from a particular personality

1. From the Window menu, choose **Personalities**.

   The Personalities Window appears.

2. Select or open the message you wish to reply to.

3. Drag the selected message summary or drag the open message into the Personalities window and drop it on the desired personality item.

A new reply message is created with the address of the selected personality.

Replies and Personalities

When you respond to a message, Eudora assigns your response the same personality under which it received the message. For example, if your Business personality receives a message, your replies to that message are sent from your Business personality.

There are two ways to change the personality of a response. The first is to use the method in "Replying from a Personality," or alternately, to initiate the response and then change the personality, using one of the three methods described in Changing the Personality of a New Message on page 89.

Another way is to change the personality associated with the *original* message to which you are responding:

To change a personality (alternate method)

1. Open the message.
2. From the Message menu, choose **Change** then **Personality**.

   The Personality submenu appears.
3. From the Personality submenu, choose the desired personality.

From then on, all of your replies to that message are sent from the newly assigned personality.

For example, suppose you have two additional email personalities (other than dominant), One personality called "Business" that you use to respond to business matters, and an other personality called "Legal" that you use to respond to legal matters. By chance your Business personality receives a message that is better handled by your Legal personality. If you initiate a normal reply, the personality in the reply is Business. Change it to Legal using one of the standard personality change methods (e.g., Personality popup), and now that response is sent from your Legal personality.

But if you go back to the original message you received as Business, open it and change the associated personality to Legal from the Personality submenu just described. That message is now associated with your Legal personality, and *all* of your replies to that message from now on are sent from your Legal personality.

NOTE: You can also set up a filter to automatically assign a desired personality to incoming messages that satisfy the filter criteria. See the “Make Personality” action under Filter Actions on page 182.

Linking a Signature and Stationery to a Personality

In Eudora, you can link a signature and a stationery to an existing personality via the Personalities Extra settings dialog. For example, if you have Business personality, you can link your Business signature and stationery to this personality.

If you are using a default stationery file, or if you send or reply to a message with stationery, then the signature stored in the stationery file overrides the default signature for the current personality. Also, stationery from the first personality is replaced with the stationery from the new personality.

No matter what signature gets assigned to the new message or reply when you open or initiate it, you can always override that signature by selecting a signature from the Signature popup in the composition window. For more details, see Using a Signature on page 72.

For more information on how to use stationery with multiple personalities, see the section Using Stationery (Sponsored and Paid modes only) on page 76.

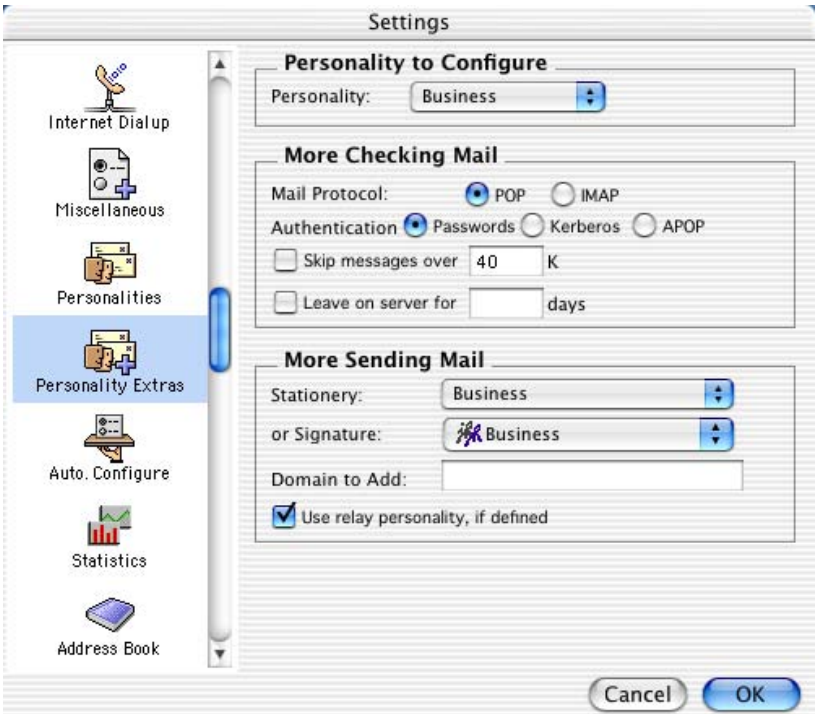
WARNING: Before you can link a signature or stationery to a personality, you need to create them first.

To link a signature and stationery to a personality

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons and choose **Personality Extras**.

   The Personality Extras settings dialog appears.

Personality Extras settings dialog



3. In the Personality popup, choose the personality whose signature or stationery you want to change.
4. In the Stationery popup, choose the stationery you want to use with this personality.
5. In the or Signature popup, choose the signature you want to use with this personality.
6. The Stationery selected here overrides the selected signature. It is advisable to use either the signature or the stationery for this personality.
7. In the Domain to Add field, enter the domain name you want Eudora to automatically add to an unqualified name addressed in messages sent from this personality.

   An unqualified name is a name that doesn't have an at sign "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain. Also, different personalities can be used to send messages to different domains. For example, you can use one personality to send work-related messages to the domain *myfirm.com*, and another personality to send personal messages to the domain in your home email address or to your school account (for example, *myschool.edu*).
8. Click **OK**.

This personality is now linked to the stationery and signature you chose from the popup menus.

WARNING: Be careful when using stationery with multiple personalities. Although stationery settings override most other settings, there is one important exception: If you change the personality of the current message, and that results in the default stationery file being applied, then the personality stored in the stationery file is ignored. To avoid conflicts, be sure that the personality saved with the stationery file matches the personality in the Personality Extras settings. The personality saved with the stationery file can be identified by the personality in the Personality popup in the “From:” field of the stationery file window.

Creating an IMAP Personality

NOTE: Before you create a personality for an IMAP account, make sure you know how to set up an IMAP account, check for mail, etc. For more information on IMAP accounts, see Managing Your Mail on the IMAP Server on page 106.

To create an IMAP personality as an alternate personality

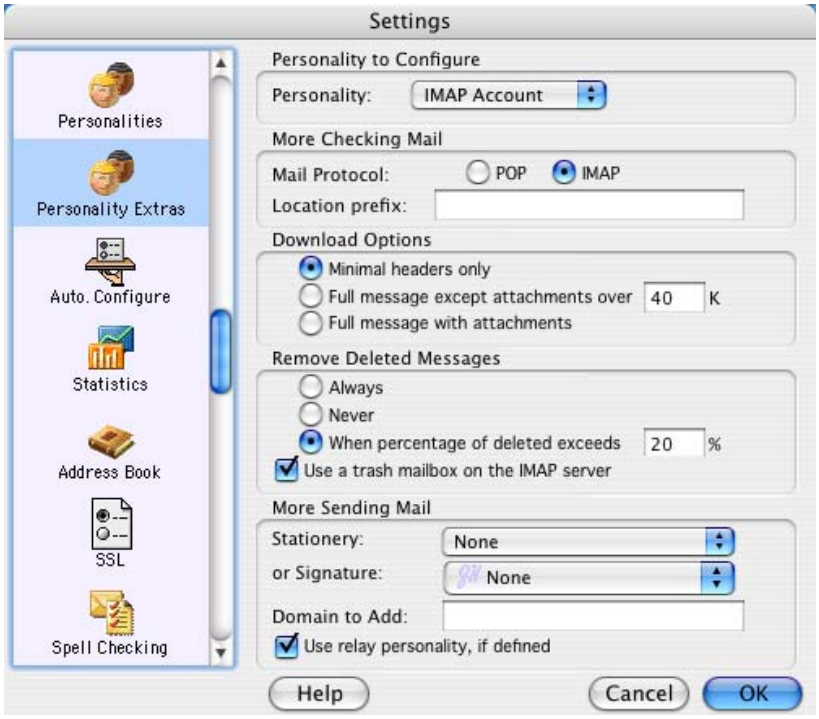
1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category list and choose **Personalities**.

   The Personalities settings dialog appears.
3. Click the **New** button and type a name for the new personality in the Personality Name field (e.g., “My IMAP Mail”).
4. Fill in the remaining fields as required.

   For field descriptions, see Creating a New Personality on page 84.
5. Scroll through the Settings category list and choose **Personality Extras**.

   The Personality Extras settings dialog appears.

Personality Extras settings dialog showing IMAP options



6. With the new personality selected in the Personality popup, choose **IMAP** in the Server Configuration field.

7. Enter the information in the fields of this dialog as required.

   Following are the descriptions of the IMAP options:

   Location Prefix—Enter a folder location representing the pathway to your mailboxes.This tells Eudora where to look for your mail on the incoming IMAP mail server. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email administrator or your ISP.

   Download Options— When you check mail for your IMAP account, these options (you can only choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server to your Macintosh. You can retrieve just the essential headers, or, alternately, the entire message and any attachments under a specified size.

   Minimal headers only— When this option is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message. The remaining headers, the message body, and any attachments are *not* retrieved with the message, but are left on the server for you to retrieve later. The headers tell you who sent the message, the date and time it was sent, and the subject. Once you have this information, you can decide whether you want to retrieve the full message and any attachments, or just delete the message.

Full message except attachments over ? K— If this option is on and a number is entered in the box, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message. Any attachments larger than the specified size are *not* retrieved with the message but are left on the server for you to retrieve later. If you want Eudora to retrieve all of your IMAP attachments for this account, enter a large number in this field. If you don't want attachments retrieved when you check your mail, enter 0 in this field.

Full message with attachments—Turn this option on to retrieve the full message and all attachments, regardless of size, for each incoming IMAP message for this personality.

Use a trash mailbox on the IMAP server—Turn this option on, and Eudora will try to create a Trash mailbox on the IMAP server the first time you delete a message from any mailbox store for this IMAP personality. The purpose of the Trash mailbox is to let you have a storage place for deleted mail as you would with a POP account. You can keep all of your deleted mail in the Trash mailbox either to empty the mailbox at some point or retrieve deleted messages from that mailbox before they are removed from the IMAP server.

Stationery—Select a stationery from the popup for this IMAP personality.

or Signature—Select a signature from the popup for this IMAP personality. The stationery setting will override the signature. For more information, see Linking a Signature and Stationery to a Personality on page 92.

Domain to Add—Enter the domain name you want Eudora to automatically add to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn't have an at sign "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain. Also, different personalities can be used to send messages to different domains. For example, you can use one personality to send work-related messages to the domain `myfirm.com`, and another personality to send personal messages to the domain in your home email address or to your school account (for example, `myschool.edu`).

8. To save your changes and close the Settings dialog, click **OK**.

In the Personalities window**,** you will now see the new personality listed. (Also, your dominant personality appears in this window by default, whether you selected POP or IMAP as its server configuration.)

In the Mailboxes window, you will see the new IMAP personality listed as a root mail folder. This IMAP folder's name displays under the Mailbox and Transfer menus, with its own submenu.

NOTE: You can also create an IMAP personality via the Personalities Window from the Window menu.

Managing Your Mail on the POP Server

During a mail check, your incoming messages are transferred from your POP account on the incoming server to your computer, and then deleted from the incoming server.

There are several options that you can use to control your mail transfers and the storage on the server. These options are available in the following three areas in Eudora:

- **Checking Mail** settings for your dominant personality only. See Checking Mail on page 322. For information on personalities, see Using Multiple Personalities (Sponsored and Paid modes only) on page 82.
- **Personality Extras** settings for all of your personalities. See Personality Extras (Sponsored and Paid modes only) on page 372. Also, you can display the Personalities Extras settings dialog by pressing the **Edit** button that appears in the Personalities Window for a selected personality icon. See Checking Mail for Your Personalities on page 90.
- **Mail Transfer Options** dialog you can display by pressing the Option key and choosing “Check Mail Specially” or “Send Messages Specially” commands from the File menu.

Creating a POP Account

To gain access to your POP account to check mail, you must first create a POP account for your dominant personality.

You can create a POP accounts for alternate personalities. To create an alternate personality, see Creating a New Personality on page 84.

To create a POP account as your dominant personality

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons and choose **Checking Mail**.

The Checking Mail settings dialog appears.

Checking Mail settings dialog showing POP options

3. In the Server Configuration: field, choose **POP**.

Fill in the rest of the fields of this dialog as required. Following are the descriptions of the POP options.

Authentication—Specify which POP authentication technology to use with your email account: **Passwords**, **Kerberos**, or **APOP**. Ask your email administrator which one to specify.

Overlap commands—Turn this on to have Eudora send commands to your POP server immediately, instead of waiting for a previous command to be completed. Using this option is faster, but not all servers will comply.

Leave on server for ? days—Turn this option on and enter the number of days you want Eudora to leave messages on the POP server. When this option is on, Eudora copies incoming messages to your computer whenever you check for mail. If you leave the text box blank, your mail is left on the server indefinitely. See the next section “Leaving Mail on the Server” for more information.

Delete from server when emptied from trash—Turn this option on to delete messages from the POP server when they are removed from your Trash mailbox.

Skip messages over ? K—Turn this option on and enter a file size (in Kilobytes) in the text field, and Eudora will not retrieve the message in its entirety if it's over the file size you specified here. These messages are retrieved only in part, which include the first few lines of the message along with a statement that says the message is not complete. This option can be useful if you have a slow connection.

4. To save the information and close the Settings dialog, click **OK**.

   Your POP account is now created.

Leaving Mail on the Server

If you use the POP protocol for your incoming server to retrieve mail, your mail is normally deleted from the server once it is delivered to Eudora. However, most POP incoming servers allow you to keep your mail on the server so you can retrieve it from several different computers at various times.

- Facts you should know if you decide to leave your mail on the server:
- Some mail servers won't allow you to keep mail on them.
- Your system administrator may not allow you to keep mail on the server even though you have the option turned on. Usually administrators do not like to keep too much mail on the server because of space concerns.
- Keeping a lot of mail on the server may slow down the mail checking process.
- If you check mail from several computers at different times, you can end up reading your messages two or more times. However, if you delete mail from your Trash folder, the message is deleted on the server (if the option to do so is on).

Eudora has an option that allows you to leave your email messages on the server for a specified number of days.

To transfer your new messages from the incoming server to Eudora and also leave copies of those messages on the server

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings categories and choose **Checking Mail**.

   The Checking Mail settings dialog appears.

3. In the Checking Mail settings dialog, turn on the **Leave on server for ? days** option and enter the maximum number of days that copies of your email messages should be kept on the server.

   This number is determined by the time it takes for you to check mail from all of your computers. If this number is too small, copies of your mail will not be delivered to all of your computers.

   WARNING: Make sure the settings in step 3 are identical on all of the computers from which you will be receiving your mail. If you don't, one computer will delete the mail from the server before you can receive it at another computer.

4. Click **OK**.

   At the next mail check from that computer, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer. For more information, see Checking Mail on page 322.

   The *Leave on server for ? days* option can also be set for each of your alternate personalities. To do this, display the Personality Extras settings dialog. See Personality Extras (Sponsored and Paid modes only) on page 372.

   WARNING: The *Leave on server for ? days* option should be used with care, since it can result in a buildup of messages on the POP server.

Deleting a Message from the POP Server

To delete a message that has been left on the server (without retrieving it again)

- Turn on the **Trash** icon in the message's icon bar.
- Set the message summary's server action to Delete, then check mail again.
- In the Mail Transfer Options dialog, turn on the *Delete all messages that have been retrieved* option. See Checking for Mail with Special Server Instructions on page 102.

For more information on deleting messages, see Deleting Messages on page 166.

Skipping Messages Over a Certain Size

To stop Eudora from transferring incoming messages that are too large

- For your dominant personality: turn on the **Skip messages over ? K** option in the Checking Mail settings dialog and specify a size in the text box. See Checking Mail on page 322.
- For other personalities: choose a personality and turn on the **Skip messages over ? K** option in the in the Personality Extras settings dialog. Specify a size in the text-entry box for each personality. See Personality Extras (Sponsored and Paid modes only) on page 372.

Only the first few lines of the messages that exceed that size are transferred with a note at the bottom stating that the whole message has not been transferred.

If you decide you want to transfer the whole message, turn on the Fetch icon in the open message window's icon bar or set the message summary's server action to Fetch from Server, then check mail again. You can also use the Trash icon or the Fetch & Delete server action so that the message is deleted from the server after it is transferred to your computer.

If you decide you do not want the message and want to delete it from the server, turn on the Trash icon in the open message window's icon bar or set the message summary's server action to Delete from Server, then check mail again.

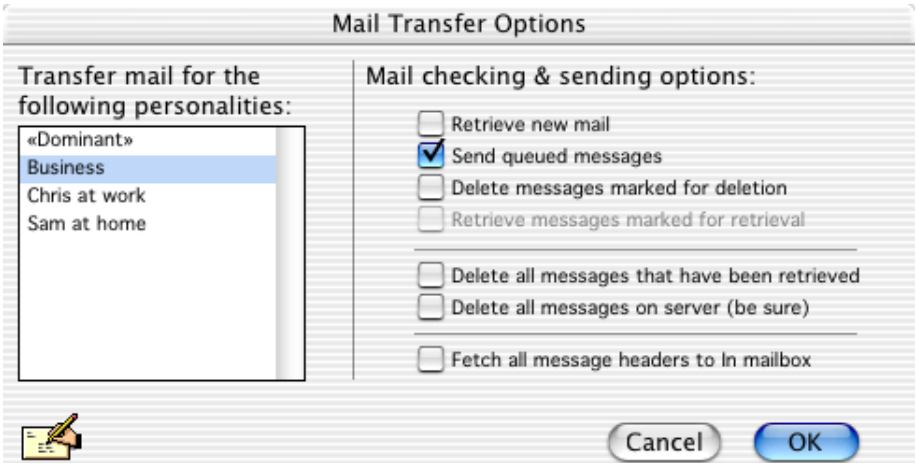
Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the server

1. While pressing the Option key, choose **Check Mail Specially** from the File menu.

   The Mail Transfer Options dialog appears.

Mail Transfer Options dialog



2. Set the options you want and click **OK** to continue checking for mail.

A description of the mail transfer options in this dialog are as follows:

Retrieve new mail—Transfer your new mail from the incoming server to your computer.

Send queued messages—Send all the queued messages (marked “Q”) in your Out mailbox.

Delete messages marked for deletion—Delete the messages on the POP server that are marked *Delete* in Eudora, either via the Trash icon in the incoming message window or the *Delete from Server* or *Fetch & Delete* server action in the message summary. This is for messages that were left on the server, either with:

- *Leave on server for ? days* option or the “Skip messages over ? K” option in the Checking Mail or the Personality Extras settings,
- or with the *Fetch all message headers to In mailbox* option in the Mail Transfer Options dialog.

Retrieve messages marked for retrieval—Retrieve the messages on the server that are marked *Fetch* (from Server) or *Fetch & Delete* in Eudora (via the icons on the incoming message window or the server action popup in the message summary). This is for messages that were retrieved only in part, either with:

- *Leave on server for? days* option or the *Skip messages over? K* option in the Checking Mail or the Personality Extras settings,
- or with the *Fetch all message headers to In mailbox* option in the Mail Transfer Options dialog.

NOTE: To mark a message *Fetch* (from Server), *Delete* (from Server), or *Fetch & Delete*, either click the icons in the incoming message window or select an option from the server action popup of the message summary.

Delete all messages that have been retrieved—Delete all the messages on the server that have already been transferred to the computer you are currently using.

Delete all messages on server (be sure)—Delete all of your messages on the server even if Eudora has not fetched them.

WARNING: Be absolutely sure this is what you want to do because there is no way to undo it!

Fetch all message headers to In mailbox—Retrieve the header and the first few lines of every new message. If you select this option, the messages are filtered but any *Copy To* or *Transfer To* filter action is not performed (the message neither is copied nor leaves the In mailbox). To specify what you want to do with each message the next time you check mail, either set the server action popup in the message summary or use the Fetch and Trash icons in the open message window icon bar.

NOTE: If you delete the message header, and you have the *Delete from server when emptied from trash* option turned on in the Checking Mail settings, the message is gone completely from Eudora and the server the next time trash is emptied.

Transfer mail for the following personalities:—If you have multiple personalities, you can check or send mail based on the following:

- Options on the right side of this Mail Transfer Options dialog
- Options in the Checking Mail settings for your dominant personality only
- Options in the Personalities and the Personality Extras settings for any of your personalities.

You can also specify the personalities whose mail you want to check or send with this mail transfer. Press the Shift key to select multiple personalities in sequence, or the Command key to select them out of sequence.

Checking for Mail from Your POP Account

When Eudora does a mail check (automatic or manual), you can be notified of new mail in any combination of the following ways:

- An alert dialog
- A flashing mail icon in the menu bar
- The opening of the mailboxes into which new mail is delivered
- A special “New Mail” sound.

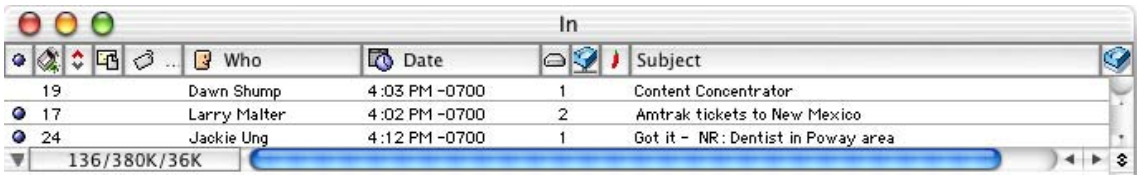
These options are turned on or off in the Getting Attention settings dialog. For information, see Getting Attention on page 356.

When you receive notice that new mail has arrived, choose Eudora from the applications menu on your computer. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, open it using one of these methods:

- From the Mailbox menu, choose **In.**
- Press **Command+1.**
- Click the **In** (mailbox) button on the main toolbar.

Messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a blue bullet ( ) in the Status column of the message summary.

Unread messages in the In mailbox


In
Who
Date
Subject
19 Dawn Shump 4:03 PM -0700 1 Content Concentrator
17 Larry Malter 4:02 PM -0700 2 Amtrak tickets to New Mexico
24 Jackie Ung 4:12 PM -0700 1 Got it - NR: Dentist in Poway area
136/380K/36K

To open a message, do any one of the following

- Double-click anywhere on the message summary.
- Highlight the message summary and press **Return.**
- Highlight the message summary and from the File menu, choose **Open Selection.**

Also, you can view the message in the message preview pane located at the bottom of the mailbox window if the message summary is highlighted.

Incoming messages are saved indefinitely in the In mailbox, or the mailbox into which they are filtered, until they are deleted or transferred to another mailbox.

Managing Your Mail on the IMAP Server

If your incoming mail server uses the Internet Message Access Protocol (IMAP), your mail, mailboxes, and folders are stored on the server, not on your computer. When you create mailboxes and folders, you create them on the server. However, you can see them in the Mailboxes window in Eudora. When you launch Eudora, you retrieve your mailboxes and folders from the server. When you check mail, the mail you retrieve is filtered on the server although your filters are created in Eudora. This is beneficial if you have to retrieve mail from different computers. Your mail remains on the server for you to retrieve at anytime on any computer.

During mail checks, partial messages or full messages are transferred to your computer, with or without attachments, depending on the options you specify in the Checking Mail settings dialog your main account (see Checking Mail on page 322). This is beneficial if you use a computer with limited disk space or a slow network connection. To specify options for your personalities, display the Personality Extras settings dialog (see Personality Extras (Sponsored and Paid modes only) on page 372).

When a message is transferred, either in part or in full, from the IMAP server to your computer during a mail check, a copy of the message remains on the server until you actively delete it.

You may want to check with your email administrator or ISP to see if they have any restrictions for limited mail storage and aging in your IMAP account.

NOTE: To manage IMAP mailboxes and folders, go to Working with IMAP Mailboxes on page 154.

Creating an IMAP Account

To gain access to your IMAP account to check mail and manage your mailboxes, you must first create an IMAP personality. The IMAP personality also serves as the “root folder” for your hierarchy of mailboxes and mail folders in which you store your email on the IMAP server.

You can create an IMAP personality as your dominant personality or as an alternate personality. To create an alternate personality, see Creating an IMAP Personality on page 94.

To create an IMAP personality as your dominant personality

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons and choose **Checking Mail**.

   The Checking Mail settings dialog appears.

   Checking Mail settings dialog showing IMAP options

3. In the Server Configuration: field, choose **IMAP**.
4. Fill in the rest of the fields of this dialog as required.

   Following are the descriptions of the IMAP options.

   Location Prefix— This tells Eudora where to look for your mail on the incoming IMAP mail server. Normally you enter a folder location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email administrator or your ISP.

Send on check— If this is on, any messages queued in your Out mailbox (and marked with a Q in the Status column of the message summary) are sent when you check for mail, whether the mail-check is automatic or manual. (Timed-queue messages—those marked with a clock icon in the Status column of the Out box—are sent only if their time constraints are satisfied.)

Download options— When you check mail for your IMAP account, these options (you can only choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server to your computer. You can retrieve just the essential headers, or, alternately, the entire message and any attachments under a specified size.

Minimal headers only— If this option is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message. The remaining headers, the message body, and any attachments are not retrieved with the message, but are left on the server for you to retrieve later. The headers tell you whom the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to retrieve the full message and any attachments, or just delete the message.

Full message except attachments over ? K— If this option is on and a number is entered in the box, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message. Any attachments larger than the specified size are *not* retrieved with the message but are left on the server for you to retrieve later. If you want Eudora to retrieve all of your IMAP attachments for this account, enter a large number in this field. If you don't want attachments retrieved when you check your mail, enter 0 in this field.

Full message with attachments— If this option is on, the full message and all attachments, regardless of size, are retrieved for each incoming IMAP message for your dominant personality.

Use of a Trash mailbox for a Dominant IMAP account is governed by the "Use a trash mailbox on the IMAP server" option in the Personality Extras settings when Server Configuration is set to IMAP.

5. To save the information and close the Settings dialog, click **OK**.

   Your IMAP account is now created.

Checking Mail from Your IMAP Account

First Mail-Check

Now that you have set up an IMAP account, you can begin by checking your mail for the account.

To check your mail in the account

1. From the Window menu, choose **Personalities**.

   The Personalities window appears.

2. In the Personalities window, choose your IMAP personality by clicking the icon next to it.

   The Mailboxes window appears.

3. At the bottom of the Mailboxes window, click the **Check Mail** button

.

4. Enter your password if prompted. Eudora checks for mail.

Subsequent Mail-Checks

After you do your first mail-check, you can retrieve your mail for your IMAP account(s) using any of the following methods.

Single Mailbox

To check for new mail in a single IMAP mailbox

1. Open the mailbox either by double-clicking on its icon in the Mailboxes window or by selecting it from the appropriate IMAP submenu under the Mailbox menu. (Choose **This Mailbox** from the submenu to open an IMAP folder as a mailbox or double-click the folder's icon in the current mailboxes window. IMAP folders can contain messages as well as mailboxes and other folders.)

2. Enter your password if prompted.

Eudora checks your mail for that mailbox, resynchronizing the mailbox and updating it with new message headers from the IMAP server.

Multiple Mailboxes

You can check multiple mailboxes for new mail.

To check for mail from multiple mailboxes

1. From the Window menu, choose **Mailboxes**. If you have an IMAP mail account configured, the Options button appears as the fourth button in the Mailboxes window.
2. Click a mailbox, then click the Options button.

   The Option pull down menu appears.
3. From this menu, you can choose one of the following mail check commands:
   - **Resynchronize Mailbox** - This command resynchronizes the mailbox on your computer with the mailbox on the IMAP server.
   - **Resynchronize Mailfolder** - This command resynchronizes a mailbox and all its nested mailboxes.
   - **Resynchronize on Mail Check** - This command sets Eudora to synchronize the mailbox every time Eudora checks for new mail.

NOTE: For more information about managing IMAP mailboxes and folders, go to Working with IMAP Mailboxes on page 154.

One or More IMAP Accounts

To check for new mail in one or more IMAP accounts

1. From the Window menu, choose **Personalities**.

   The Personalities window appears.
2. Choose the IMAP personalities for which you want to check mail. Use the normal selection methods in this window, that is, click a single item to select it, use the Shift key for a consecutive group of mailboxes (or drag-select a group), and use the Command key to make non-consecutive selections.
3. Click the **Check Mail** button

.
4. Enter your password(s) if prompted.

Eudora resynchronizes all mailboxes and folders in all of the selected IMAP accounts, updating each mailbox and folder with new message headers from the corresponding IMAP server.

To check your mail in all of your IMAP accounts, without having to select

anything

1. Without selecting anything in the Personalities window, press the Option key and click the **Check Mail** button

.
2. Enter your password(s) if prompted.

   Mail is checked for all of your IMAP accounts.

Incoming Message Window

To open an incoming message for either POP or IMAP

- Double-click its message summary in a mailbox window, or if the message summary is currently highlighted, from the File menu, choose **Open Selection** or press **Return**.

Incoming message window

NOTE: If you press the Command key and click the title area in the title bar, a popup menu appears that lets you select the mailbox or mail folder containing the message. Selecting the mailbox opens that mailbox; selecting a folder opens the Mailboxes window and highlights that folder.

Title Bar

The title bar provides information about the message, including the name of the sender, the time and date the message was sent, and the message subject.

Icon Bar

The icon bar is a row of objects displayed just under the title bar. Click an icon to turn it on or off, or select an item from a popup icon's menu.

Priority Popup

Click the Priority button to display a popup where you can indicate if a message is of higher or lower priority than a normal message. Most incoming messages have a normal priority (blank box). For details, see Setting the Message Priority on page 38.

Pencil

Click the Pencil icon button to edit text in the body of a received message.

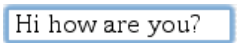
BLAH BLAH BLAH

Click the BLAH BLAH BLAH icon button to see all message headers including HTML marking tags.

Fixed Width

Click the Fixed Width icon button to convert the message text to the fixed-width font selected in the Fixed-Width Font popup of your Fonts & Display settings. See Fonts & Display on page 342. This lets you view aligned text, such as columns and tables more easily.

The Fixed Width icon appears only if a proportional font is selected in the Screen Font popup of the Fonts & Display settings. Note that the change to the viewing font is for current message only. No other message is affected, and the button is turned off when you close the message.



Subject

This is the subject that was assigned by the sender, and is shown in the message summary.

Fetch

Click the Fetch icon button to transfer the entire message to your computer the next time you check mail. This icon is displayed only if the message was originally transferred in part.

Trash

Click the Trash icon button to delete the message from the server the next time you check mail. This icon is displayed only if the original message is still on the server.

Get HTML Graphics

Click the Get HTML Graphics icon button to transfer an HTML graphic in an open message from the web to your computer. You must be connected to the Internet when you click the icon for the graphic to be transferred. This icon appears only if the message contains HTML graphics, for example a web page is sent to you via a browser, and the "Automatically download HTML graphics" option is turned off in your Fonts & Display settings at the time you opened the message. For more details, see Viewing HTML Graphics on page 121.

Transfer message

Click the envelopes to drag any current message into a different mailbox. Just hold the mouse button down on the envelops and drag it to an open mailbox window, to a mailbox button on the main toolbar, or to a mailbox icon in the Mailboxes window.

Message Body

The message contains header information, text, any inserted graphics or audio files, and any attachments sent with the message. Attachments can be opened from within the message window, or the preview pane, by double-clicking on the attachment icon, name, or picture, or by holding down the Command key and single-clicking on the item. For more details on viewing and opening attachments, see Receiving Attachments on page 113.

You can specify what kind of text styles you want or don't want displayed in incoming messages. Under the *When receiving styles, pay attention to* option in the Styled Text settings, just turn off the option for a style that you don't want to receive, for example, bold text. All of the possible styles are on by default. See Styled Text on page 351.

Receiving Attachments

Unless you have specified a particular folder for your incoming attachments (see Specifying an Attachment Folder on page 115), they are automatically decoded and saved in the Attachments Folder in your Eudora Folder, located in your System or Documents Folder. If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order the files are received.

Attachments appear in the body of incoming messages and in the message preview pane.

- You can *open* an attachment from an open message window or the message preview pane, double-click the attachment name, icon, or picture, or press the Command key and single-click the item. If you have the application that the attachment was created in, that application launches and the attachment opens.
- You can *move* an attachment into another folder on your desktop without leaving the message window. To do so, drag the attachment from the message window or the preview pane to the folder where you want to store it.
- You can *copy* an attachment into another folder on your desktop without leaving the message window. To do so, press the Option key and drag the attachment from the message window or the preview pane to the folder where you want to store the copy. The original attachment stays where it is.

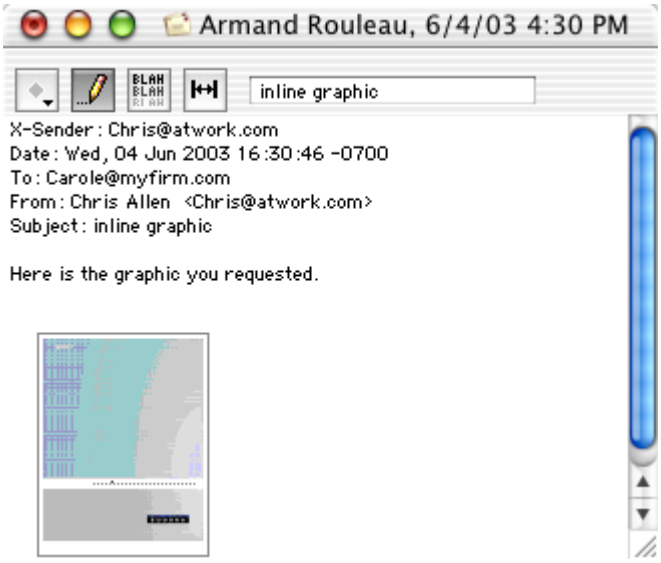
TIP: If you hold down the control and option keys while double-clicking a received attachment icon within the body of a message, Eudora displays the attachment in the Finder.

NOTE: The Attachment column popup menu in the mailbox window message summaries list provides an easy way to determine the attachments received. Select the message summary and hold down the mouse button on the Attachment column of the summary. The popup menu lists the file names of all attachments received with the message. Select one of the attachments to open it. For more details, see the Working with Mailboxes on page 136.

Viewing Graphics Attachments as Pictures in the Message

To view graphics attachments as pictures in the message rather than as name-and-icon pairs, turn on the **Display graphics in messages** option in the Fonts & Display settings. See Fonts & Display on page 342.

Displaying a graphics attachment as a picture in the message



Eudora lets you view any graphics attachment in PICT (QuickDraw Picture) format or, if QuickTime version 3 or later is installed on your computer, any format QuickTime supports can be displayed, for example, JFIF/JPEG, GIF, TIFF, PNG, BMP (Windows Bitmap), MacPaint, Photoshop, QuickDraw GX Picture, QuickTime Image File, Silicon Graphics Image File, and Targa Image File, as well as movies, sounds, other multimedia content and more.

If the criteria above are not met or if the attachment file is too large for the available memory, the graphics attachment appears in the message as a name-and-icon pair.

Also, you can send and receive animated GIF images. However, to view the animation you must turn on the feature in the Fonts and Display settings dialog. See Fonts & Display on page 342.

Specifying an Attachment Folder

If you do not want to use the default Attachments folder to receive your attachments, you need to specify a folder where your attachments go when you receive a message.

To specify an attachment folder

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons and choose **Attachments**.
3. Under the Attachment Folder: option, click the long button.

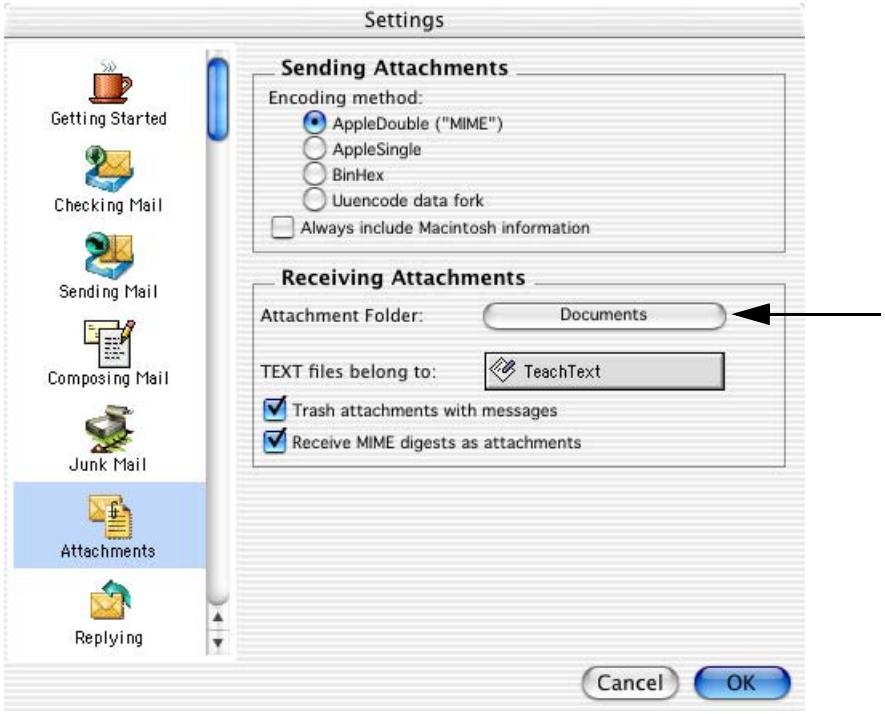
A standard file dialog appears.

4. Double-click the name of the folder you want to use (its name should be displayed in the menu above the list), then click the **Use Folder** button.

   The dialog closes leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the Attachment Folder button. See below.

5. If the name of the folder appears on the button, click **OK**.

An attachments folder is selected



NOTE: If at any time Eudora cannot find your selected folder, an alert appears at startup informing you that the Attachment Folder is unavailable. Eudora uses the default *Attachments Folder* located in your Eudora Folder located in your System or Documents Folder for attachments until you designate a new folder.

Also, you can set up a filter to move incoming attachments automatically to a folder you specify on your desktop, based on match criteria for the incoming messages carrying the attachments. To do this, use the *Move Attachments* filter action, selecting the folder from the folder selection dialog that displays. For details, see this action under Filter Actions on page 182. This feature is useful for separating attachments by personality. For example, you can create folders for each personality and have Eudora automatically place each personality's attachments into its dedicated attachment folder.

Editing Incoming Messages

You can edit the message body in an incoming message if you click the **Pencil** button on the icon bar . You can also edit the Subject in the icon bar at any time, even with the Pencil button off (this is the subject shown in the message summary).

To edit an incoming message

1. Click the **Pencil** icon button to turn it on.
2. Edit the message body.
3. When finished, from the File menu, choose **Save** or press Command+S to save it and close the message.

   If you close or transfer the message without saving, or if you click the Pencil again to turn off editing, an alert asks if you want to Save or Discard your changes.

To edit the subject of an incoming message

1. Open the message (you can leave the Pencil button off) and edit the subject in the icon bar, not the subject in the message header.
2. When finished, click somewhere else in the message, or close it.

   The new subject appears in the message summary. The contents of the Subject field of the message header remain unchanged.

NOTE: If you reply to the message, the original subject is used for the reply, not your changed subject. This lets you put information useful to you in the summary while transmitting the original subject to your sender.

Using Active URLs

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator) that begins with http, ftp, gopher, Ph, Finger, etc. is active. Active URLs are normally highlighted in blue text and underlined.

To open a World Wide Web location, transfer a file, do a gopher search, use the Finger tool, etc.

- Press the Command key and click the URL (or just double-click the URL).

Someone may send you a message containing a hot link that is poorly formatted, and Eudora does not recognize it as a URL. Eudora will not highlight the text string, but you can still use it.

To open an active link that is poorly formatted

1. Select the entire string of text that you think is a hot link.
2. From the File menu, choose **Open Selection**, or press the Command key and click the selection.

It's better to enclose hot links in angle brackets, < >, for example, `<http://www.qualcomm.com/eudora/>`. This helps Eudora and other software products to recognize the hot link.

NOTE: Eudora uses the Macintosh Internet preferences to specify what Internet application to use for a URL type. To change the default web browser used to open URLs, launch Safari, go to Safari: Preferences: General: and set the default browser.

ScamWatch (URL Protection)

Many email scams use misleading URLs to trick users to click on their links. What appears to be a legitimate web site address often hides a malicious URL link. URL Protection makes it easy to quickly determine if the URL is legitimate before you click on it.

Using URL Protection

To use URL protection, move your mouse over the URL link in any incoming email message.

If the host name of the URL differs from the link that appears in the email or is otherwise suspect, Eudora will display the true destination URL in a yellow help tag.

Eudora displays the true URL

Animioion Magazine Online, 2/24/04 4:32 PM -0700, Roy Disn...
Roy Disney's Latest Letter to Shareholders
Roy Disney's Latest Letter to Shareholders
In their tireless efforts to rally Walt Disney Co. shareholder support for their "Save Disney" crusade, former Mouse House chairman Roy Disney and Shamrock Holdings partner Stanley Gold have penned More...
http://www.animioionmagazine.net/article.php?article_id=2150

If the URL is suspicious, Eudora will display a warning message in the help tag.

Eudora displays a warning message and the true URL

Service Center, 6/29/04 8:29 AM -0700, PaaPal Account Security M...
Account Security Measures
Click here to verify your Information
The host, 66.196.18.36, is a numerical IP address; most legitimate sites use names, not addresses.
http://66.196.18.36/~interme/44TYU+6765vtyi/448744+VGGVDDPOMJN^SGGHGBGJKK=hgvfntg45363563435+JYTRVJTYRJYUVJVRTJYT{jtvrjtvrtyj/encry_SSL128/index.htm
aaPal!
this e-mail. Mail sent
your PaaPal account and
fications in plain text

If you click on a suspicious URL, a new window will appear with another warning message.

Warning Message

Warning: The URL you are about to visit may be deceptive. Visit it anyway?
The host, 202.149.196.236, is a numerical IP address; most legitimate sites use names, not addresses.
Cancel
Visit

Click **Cancel** and the suspicious URL will not be opened. Otherwise, click **Visit** to open the URL in your preferred web browser.

Viewing HTML Text

You may receive web pages or other HTML-formatted text in email messages. Eudora displays these messages as best it can. However, you can display them in your web browser.

To display HTML text or web browser

1. Open the message, or highlight its message summary in the mailbox window.
2. From the File menu, choose **Open in Browser**. Eudora uses the browser you have selected for use with active HTML hot links (see Using Active URLs on page 117). If you have not yet selected a browser for HTML, Eudora asks you to choose one.

NOTE: Eudora for Macintosh does not handle HTML frames. If you receive an HTML frame, open it in your browser.

Viewing HTML Graphics

Before you can view an HTML graphic in a Eudora message, two conditions must be met.

- Make sure the “Automatically download HTML graphics” option is turned on in the Fonts & Display settings. If not turned on, each HTML graphic image displays as a broken-graphic icon. See Fonts & Display on page 342.
- Turning off the “Automatically download HTML graphics” option does not affect HTML graphic files already displayed on your computer.
- Make sure you are connected to the Internet, so the graphic files can be retrieved from the web to your computer.

To view HTML graphics an open message

1. Open the message
2. On the icon bar of the open message window, click the **Get HTML Graphics** button (see Icon Bar on page 112 for more details).

NOTE: HTML graphic files that are retrieved to your computer either automatically, via the Fonts & Display setting or manually via the icon bar button, are stored in your Cache Folder, which is in the Eudora Folder contained in your System or Documents Folder. This Cache Folder is managed the way cache folders are managed in web browser applications. Files continue to be added to the folder and when the folder reaches a certain size, the oldest least-used image files are deleted to make room for new image files. For more information on this folder, see Eudora Folders on page 414.

Using the Speak Option to Read Your Messages
(Sponsored and Paid modes only)

In Eudora, you can have a voice read your messages aloud. Basically, if a message window is open, the voice can read the text of that message, including either the To: or From: field as well as the Subject: field.

Also, in the message summaries list of a mailbox, you can select a range of message summaries to be read aloud. When one message is read, the voice will say “Next message” when switching messages.

You must have PlainTalk installed and active to take advantage of Eudora's speech capabilities. If your version of Mac OS System Software does not include PlainTalk built-in, you can retrieve an installer from <http://www.apple.com/>.

To have Eudora read your email message(s)

1. Highlight the message summary(ies) in the summaries list in a mailbox, or open a message.
2. From the Edit menu, choose **Speak**.

Eudora will read the message(s) to you.

NOTE: Eudora can read a message in any mailbox including the Out and Trash mailboxes. However, in the Out mailbox, the voice will read the To: and Subject: fields only.

If you have a message from someone else (not the sender) embedded in the message, the voice will say "quote," read that portion of the message in a higher pitch, and say "unquote" when finished.

Saving a Message to a File

You can save one or more incoming messages to a separate text file on your computer.

To save one or more incoming messages

1. In an opened message or a selected message summary, choose **Save As** from the File menu.

   The Save As dialog appears.

2. Select the folder where you wish to file the messages and click **Open**.

Printing a Message

To print the current message

- In an opened message or a selected message summary, from the File menu, choose **Print** to print one to several copies, or choose **Print One Copy** to print one copy only.

Eudora automatically prints headers and footers on each page, giving the message title, page number, and your return address.

Viewing IMAP Messages

By default, when Eudora checks your mail for your IMAP account, it retrieves the *Minimal headers* for any new incoming message. That means it does *not* retrieve the full message, and it does *not* retrieve any attachments included with the message. However, the messages and attachments not retrieved remain on the IMAP server.

To view a new incoming IMAP message, do one of the following

- Open the message from the mailbox window in which it arrived and double-click the message summary.
- Select the summary and press **Return**.
- Select the message summary and view the message in the preview pane.

The message window opens but only with a short initial message indicating that the full message will be retrieved. (Or, this notice appears in the preview pane if you are previewing the message.)

Eudora then begins retrieving the message. Once the message has been fully retrieved, Eudora displays the message content in the message window or the preview pane.

If you are checking your mail while traveling, or if you want to avoid making a network connection for some other reason, switch to “offline” mode or do not open messages you haven’t yet retrieved.

You can distinguish fully retrieved messages from minimally retrieved messages (essential headers only) by looking at the “Server Status” column in the open mailbox window. If the column for a message summary contains a blank diamond, the message has not been retrieved. If the column contains a half-filled diamond, the message is retrieved, but not its attachments. If the column contains a totally filled diamond, the message and its attachment are retrieved.

Responding to IMAP Messages

When you use the Reply, Forward, Redirect, or Turbo Redirect command on an IMAP message that has only been partially retrieved, the incoming IMAP message is then fully retrieved and is excerpted as necessary in the response. Eudora notifies you that the retrieval is occurring.

If the incoming message has attachments and you initiate a Forward, Redirect, or Turbo Redirect command, the attachments will accompany the message automatically. For more details, see Retrieving Attachments on page 125.

Transferring IMAP Messages

When transferring IMAP messages, consider the following:

You can perform transfers in the normal way, that is by using the Transfer menu, or using drag and drop. You drag open messages by clicking . You drag message summaries by selecting them and dragging the selection.

You can transfer messages from an IMAP mailbox to another IMAP mailbox, even across IMAP accounts. This action does not retrieve the messages to your computer.

You can transfer messages from an IMAP mailbox to a POP mailbox. This action retrieves the IMAP messages to your destination POP mailbox on your computer.

You can also transfer messages from a local POP mailbox on your computer to an IMAP mailbox. This moves the message from your POP mailbox on your computer to your IMAP mailbox on the server.

When transferring IMAP messages (or when making a POP-to-IMAP transfer), you may first need to make a network connection to complete the transfer.

The first time you transfer (or delete) a message from an IMAP mailbox, Eudora will try to create a Trash mailbox if the “Use a trash mailbox on the IMAP server” option is turned on for that IMAP account in the Personality Extras settings. See Personality Extras (Sponsored and Paid modes only) on page 372.

Retrieving Attachments

Attachments for an incoming IMAP message can be retrieved at the following times:

- When you check your IMAP mail and the message first comes in.
- When you open the message or perform some other action that retrieves it.
- When you manually retrieve the attachment.

NOTE: The factor that determines what happens during mail retrieval is your selection for Download Options in the IMAP settings under the Checking Mail settings (for your dominant personality) and the Personality Extras settings (for any of your IMAP personalities). The Download Options settings are available only when the Server Configuration field in those dialogs is set to IMAP for the relevant personality.

The three choices for Download Options are the following:

- Minimal headers only
- Full message except attachments over ? K
- Full message with attachments.

You can have only one of these options turned on at a time. Following is each Download Options option is described.

Minimal Headers Only

If the “Minimal Headers Only” option is turned on in the Download Options field for your IMAP personality, the following occurs when retrieving messages.

- Eudora retrieves the full message, including all headers and the entire message body.
- Eudora retrieves all of the message’s “inline” components, which include graphic files displayed in the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or “parts,” when retrieved are stored in your Parts folder in the Eudora Folder.)

- Eudora does not retrieve any attachment files included with the message. Instead, Eudora displays each attachment in the message (or preview pane) by its icon and name pair, with a small down arrow, called the Fetch arrow displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, click the Fetch arrow. The attachment is retrieved and stored in your Attachment Folder, or whatever folder you have designated to receive attachments.

Once the attachment is retrieved, the Fetch arrow disappears for that attachment in the message window or preview pane, and the attachment appears either as an icon and name pair or as a picture in the message (if a graphics file and the proper settings are turned on).

Also, once the attachment is retrieved, it is now on your computer, and you can treat it as you would treat an attachment retrieved from a POP server. For more details on working with incoming attachments, see Receiving Attachments on page 113.

Full Message Except Attachments Over ? K

If *Full message except attachments over ? K* is turned on in the *Download Options* field for your IMAP personality, and if you have entered a number in the text entry field, the following occurs when retrieving messages.

- The full message is retrieved, including all headers and the entire message body.
- Eudora retrieves all “inline” components including graphic files displayed in the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or “parts,” when retrieved, are stored in your Parts folder in the Eudora Folder.)
- Any attachments within the specified size limit are retrieved and stored in your Attachment Folder, or whatever folder you have designated to receive attachments.
- Any attachments above the specified size limit are not retrieved, but are left on the server. You can manually retrieve these attachments later.

Any attachments that have been retrieved to your computer appear as normal in the message window or the preview pane. They appear as an icon and name pair, or as a picture in the message (if a graphics file and the proper settings are turned on).

Any attachments that have *not* been retrieved to your computer appear as an icon and name pair with a small down arrow called the Fetch arrow displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, click the Fetch arrow. The attachment is retrieved to your computer and stored in your Attachment Folder, or whatever folder you have designated to receive attachments. When the retrieval is complete, the Fetch arrow disappears, and the attachment appears either as an icon and name pair or as a picture in the message.

You can manage these attachments as if you had retrieved them from a POP server. For more details on managing incoming attachments, see Receiving Attachments on page 113.

NOTE: The number you enter in the text entry field for the *Full message except attachments over ? K* option is a size limit that applies to the attachments only and not to the message itself. Thus, if you specify an attachment size limit of 20K and the message itself is 100K, then during a mail check the full 100K message will still be retrieved. In this case too, a 15K attachment would be retrieved during the mail check, but a 40K attachment would not, and would be displayed with a Fetch arrow so you could manually retrieve it later.

Full Message with Attachments

If *Full Message with Attachments* is turned on in the Download Options field for your IMAP personality, the following occurs when retrieving messages.

- Entire messages with headers are retrieved.
- All attachments regardless of size are retrieved.

Actions That Retrieve IMAP Messages

If the *Minimal Headers Only* option is turned on in the *Download Options* field for your IMAP personality, the following actions can fully retrieve a partial message from the IMAP server to your computer.

- Open the message
- Preview the message in the message preview pane
- Reply to the message
- Forward the message

- Redirect the message
- Send the message again (Send Again command)
- Transfer the message from an IMAP mailbox to a POP mailbox (an IMAP-to-IMAP transfer will not retrieve the message).

Automatically Deleting IMAP Attachments

For information on deleting messages, see Deleting Messages on page 166.

To have IMAP messages attachments automatically deleted

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category list and choose **Attachments**.
3. In the Attachments settings dialog, turn on the **Trash attachments with messages** option.
4. Make sure the attachments, if retrieved, are still in the Attachment Folder (or the folder you have specified for attachments). For details, see Attachments on page 338.

   If you have these options turned on and you want to delete an IMAP message but save its attachment, move the attachment into another folder before deleting the message.

NOTE: If you delete a message from the IMAP server whose attachments have not been retrieved, the attachments will be deleted from the server. Make sure you have retrieved all wanted attachments before deleting the message.

Replying to Messages

Replying to a Message

To reply to the current message:

- From the Message menu, choose **Reply** or click .

A new message window appears with the original sender's address automatically placed in the To: field of the header. All of the sender's original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

The sender's text is quoted with a left sidebar, also called an excerpt bar.

Quoted text with excerpt bar

> This text includes styled text, such as **bold**
>
> and text that is very big.

Messages that have been replied to are identified with a left arrow ( ) in the Status column of their message summary.

Eudora implements a new Internet standard for sending text, format=flowed. This new standard lets you send text with returns only at the ends of paragraphs, which is more convenient for reading on small or unconventional displays. However, unlike styled text, format=flowed is not unpleasant for recipients with simple mailing programs. For more information on format=flowed, see `www.eudora.com/techsupport/mac`.

Using the Reply Options

There are several options that you can use when replying to messages.

- To quote only some of the sender's text, select the text you want, then press the Shift key and choose **Reply Quoting Selection** from the Message menu.

- To include everyone who received the original message, press the Option key and choose **Reply To All** from the Message menu. Or, turn on the “Reply to all: By default” option in the Replying settings dialog (see Replying on page 340), and the Message menu option changes to “Reply To All.” In this case, you must press the Option key to create a reply to only the original sender.
- To include yourself as a recipient, turn on the “When replying to all Include yourself” option in the Replying settings. This applies only if you are using “Reply To All.”

NOTE: To determine who you are for the **I**nclude yourself option, Eudora uses the “me” nickname, if you have one. If you do not have a “me” nickname set up in your Address Book, Eudora uses the contents of the Username, Mail Host, and Return address fields from the Getting Started settings. (Incoming mail personalities are usually in the form of `username@mailhost`.) The “me” nickname is particularly useful if you have multiple addresses and do not want replies to go to any of those addresses.

- To put the addresses of the other recipients of the original message in the Cc: field (instead of the To: field), turn on the “When replying to all: Put original To: recipients in Cc: field, not To: field” option in the Replying settings dialog. Only the original sender’s address is put in the To: field. This works only if you are using “Reply To All.”
- To ensure that your reply has the same message priority as the original message each time you reply to a message, turn on the “Copy original’s priority to reply” option in the Replying settings dialog.

NOTE: If you copy text from an incoming message to the clipboard, then paste it as a quotation into your reply (choose “Paste As Quotation” from the Edit menu), an attribution line is included for the quoted text. Here’s a sample attribution line: “At 10:24 PM -0600 1/20/03, Jane Doe wrote:”. If you copy, then paste as quotation, blocks of text from different incoming messages into the same reply message, then an attribution line will be included for each pasted block of text. In this way you can reply to multiple people in one message.

Forwarding a Message

Any message can be forwarded to someone else. You forward a message to someone who would consider the message as important as you do.

To forward the current message:

- From the Message menu, choose **Forward** or click .

A new message window appears with your address in the From: field and the original subject preceded by “Fwd.” Also, a space appears in the Subject: field. The original sender’s text is quoted in the message body, and any original attachments are in the Attached: field. For details on how text is quoted in the message body, see Replying to a Message on page 129. Make any changes or add any comments you want and enter the recipient’s address in the To: field. The message can then be sent or saved for further changes.

If you forward an outgoing message (a message you sent), the attachments are not automatically included.

Messages that have been forwarded are identified with a right arrow ( ) in the Status column of their message summary.

Alternate method to forward a message:

- Set up a filter that uses the Forward To filter action. See Filtering Messages on page 172 and Filter Actions on page 182.

Redirecting a Message

Incoming messages can be sent to a new recipient “by way of” you, maintaining the original sender’s address in the From: field. You redirect a message that should have been sent to someone else.

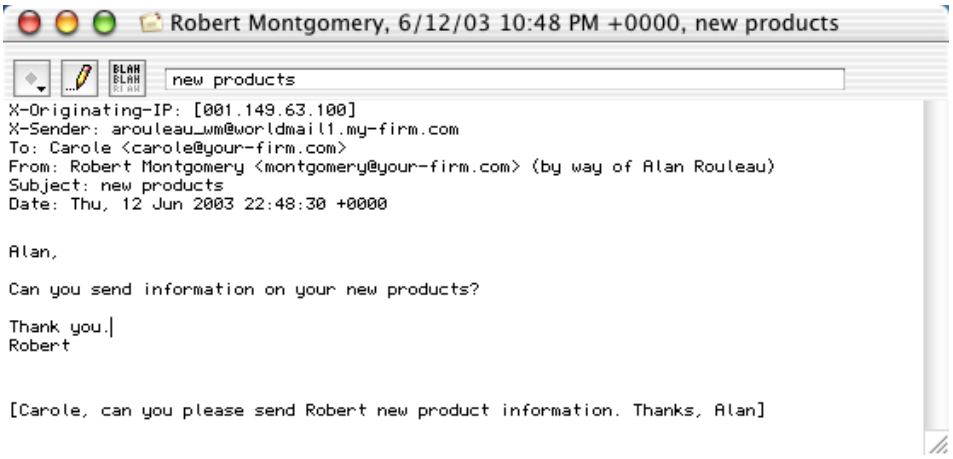
To redirect the current message:

- From the Message menu, choose **Redirect**.

A new message window appears with the original sender’s email address in the From: field with the statement “by way of ____,” followed by your real name and/or return address. The original sender’s text is in the message body, and any original attachments are in the Attached: field. Make any changes you want and enter the recipient’s address in the To: field. The message can then be sent or saved for further changes.

NOTE: You may want to enclose any changes in brackets ([ ]) so that you don’t confuse the recipient about who wrote what.

Redirected message



Messages that have been redirected are identified with a diagonal arrow (↗) in the Status column of their message summary.

Alternate method to redirect a message:

- Set up a filter that uses the *Redirect To* filter action. See Filtering Messages on page 172 and Filter Actions on page 182.

Turbo Redirecting

You can redirect one or more messages to someone on your Quick Recipient List, queue the new message (without displaying it), and delete the original message, all with one command.

- Press the **Option** key and choose the recipient from the Turbo Redirect To submenu under the Message menu.

To Turbo Redirect a message without deleting the original

- Press the Shift and Option keys and choose the recipient from the Turbo Redirect Without Delete To submenu.

To make “Turbo Redirect To” appear as the default submenu on the Message menu, in place of the “Redirect To” submenu, turn on the “Turbo redirect” by default option in the Miscellaneous settings (see Miscellaneous on page 366). (Note that this option does not affect the “Redirect” command on the Message menu, only the “Redirect To” submenu.

Redirect and Signatures

When you use “Redirect” (or the *Redirect To* filter action), your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the From: field exactly matches either your return address or one of the addresses belonging to your nickname called “me,” if you have one set up in your Address Book.

Sending Rejected Messages Again

If for some reason an email message cannot be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient’s address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it.

To resend the current message:

- From the Message menu, choose **Send Again**.

This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

The Send Again command is also useful for resending saved messages, such as those in your Out box or those you’ve Cc’ed to yourself. You can send the same message to another recipient to avoid having to retype the whole message, or you can send a different message to the same recipients to avoid having to retype their addresses in the header fields. In this sense, the Send Again command lets you treat any stored message (whether incoming or outgoing) as a stationery file.

Replying with a Stationery File
(Sponsored and Paid modes only)

To reply to a message with stationery:

1. Open or highlight the message you are replying to.
2. From the Message menu, choose **Reply With**.

   The Reply With submenu appears.

3. Choose the desired stationery.

   The stationery file is opened as a reply message and is addressed as appropriate (your Replying settings are used). For details about stationery, see Using Stationery (Sponsored and Paid modes only) on page 76.

To reply to a message with a stationery file and to quote some of the sender's original text:

1. Highlight the text you want to quote.
2. Press the Shift key, and from the Message menu, choose **Reply Quoting Selection With**.

   The Reply Quoting Selection With submenu appears.

3. While still pressing the Shift key, choose the desired stationery. If no text is selected, Eudora does not quote any text.

You may also reply to message with stationery in the following ways:

- With the Stationery window open, drag an open message by clicking , or drag selected message summaries in a mailbox window, onto a stationery item in the Stationery window. A reply is initiated using the selected stationery.
- With the Personalities window open, drag an open message by by clicking , or drag selected message summaries in a mailbox window, onto a personality icon in the Personalities window. A reply is initiated from that personality, and the stationery stored with that personality is used in the reply.
- Set up a filter that uses the "Reply With" filter action. For more details, see Filtering Messages on page 172 and Filter Actions on page 182.

Replying to a Message with a Particular Stationery
(Sponsored and Paid modes only)

To reply to a message with a particular stationery:

1. From the Message menu, choose **Reply With**.

   The Reply With submenu appears.

2. From the Reply With submenu, choose the desired stationery. A new message composition window appears. The stationery header text is incorporated into the reply header text. The stationery body text is inserted below the quoted body text from the original message. You can edit and send this new message just as you would any other message.

NOTE: Another way to reply using a particular stationery is to drag the message summary from the mailbox window and drop it on an icon in the open Stationery window. A new reply message is created using that stationery and is composed as described above.

Working with Mailboxes

Mailboxes are where your messages reside. Folders are where mailboxes and messages reside, if you so choose.

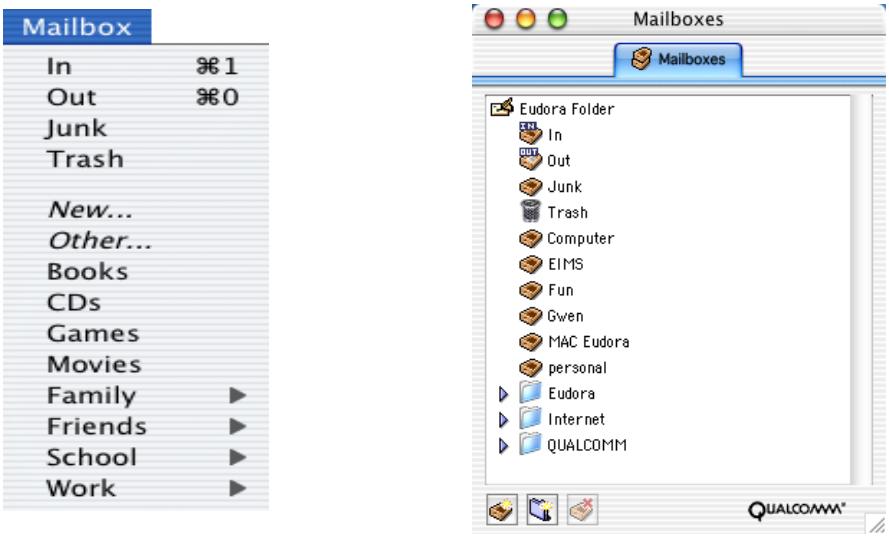
This section describes mailboxes and folders that have been set up locally on your computer for a POP account. If you have an IMAP account, please refer to Working with IMAP Mailboxes on page 154.

Opening a Mailbox

You can open a mailbox in one of the following ways:

- To open a mailbox, choose it from the Mailbox menu.
- To open a mailbox that is within a folder (referred to as a “nested” mailbox), choose the folder from the Mailbox menu, then choose the mailbox from the submenu (or continue selecting subfolders until the mailbox can be selected).
- To open a mailbox from the Mailboxes window, choose Mailboxes from the Window menu. The Mailboxes window displays all the mailboxes and folders in your Eudora Folder.
- To open a mailbox in the Finder, double-click the desired mailbox.

Mailbox menu and Mailboxes window



Opening Other Mailboxes

You can open a mailbox that is located outside the Eudora Folder (on a different network volume, for example).

To open a mailbox outside the Eudora folder

- From the Mailbox menu, choose **Other**.

  A standard file dialog appears asking you to select the mailbox.

Once you have opened a mailbox using the Other command, the mailbox remains on the Mailbox and Transfer menus until you quit Eudora. However, if you open the mailbox within a folder or subfolder, it remains on the Mailbox and Transfer menus indefinitely, even if you quit and restart Eudora.

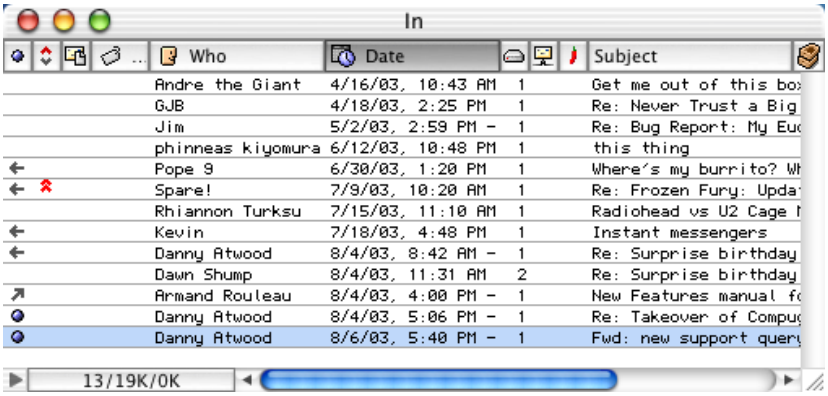
Understanding the Components of a Mailbox

Mailboxes contain all of your incoming and outgoing message summaries. Additionally, if the “Show message previews by default setting” is turned on in the Mailbox Display settings dialog, mailboxes also show the message preview pane.

To open a mailbox

- From the Mailbox menu, choose the mailbox you want to open, or double-click its icon or name in the Mailboxes window from the Window menu.

Mailbox showing message summaries


In
Who
Date
Subject
Andre the Giant 4/16/03, 10:43 AM 1 Get me out of this bo
GJB 4/18/03, 2:25 PM 1 Re: Never Trust a Big
Jim 5/2/03, 2:59 PM - 1 Re: Bug Report: My Eu
phinneas kiyomura 6/12/03, 10:48 PM 1 this thing
Pope 9 6/30/03, 1:20 PM 1 Where's my burrito? W
Spare! 7/9/03, 10:20 AM 1 Re: Frozen Fury: Upda
Rhiannon Turksu 7/15/03, 11:10 AM 1 Radiohead vs U2 Cage
Kevin 7/18/03, 4:48 PM 1 Instant messengers
Danny Atwood 8/4/03, 8:42 AM - 1 Re: Surprise birthday
Dawn Shump 8/4/03, 11:31 AM 2 Re: Surprise birthday
Armand Rouleau 8/4/03, 4:00 PM - 1 New Features manual f
Danny Atwood 8/4/03, 5:06 PM - 1 Re: Takeover of Compu
Danny Atwood 8/6/03, 5:40 PM - 1 Fwd: new support quer
13/19K/0K

Message Summaries

Each line in a mailbox window represents a message and is called a message summary. To select one or more message summaries, use one of the following methods:

- To choose one summary, click it.
- To choose a range of consecutive summaries, click the first summary in the range, hold down the Shift key and click on the last summary in the range.
- To choose non-consecutive summaries, hold down the Command key and click the summaries one-by-one.
- To choose all the summaries that are from or to the same person, hold down the Option key and click the person's name in a summary. The summaries are grouped as well as selected. You can perform this same function for any column (except server status) in the mailbox window, for example, size, priority, etc.
- To choose a summary that best matches the letters you type, type the first few letters of a sender or recipient's name (or the Subject, if the mailbox is currently sorted by Subject).

Each message summary is divided into columns: Status, Priority, Attachments, Label, Sender/Recipient, Date, Size, Server Status, and Subject. You can show or hide these columns using the Mailbox Display settings found in Settings from the Window menu.

A message's Status, Priority, Label, and Server Status can be changed directly in the mailbox window. To do this, click the message summary column you want to change. The pointer displays as the popup menu symbol . Hold down the mouse button and select an option from the popup menu.

The Attachment column also has a popup menu. If the message summary indicates that the message contains attachments, click and hold down the mouse button on the Attachment column of the message summary. The popup menu displays all attachments associated with that message, by file name. Select one of the files to open that attachment.

To copy the text in one or more message summaries

1. Choose the summaries.
2. From the Edit menu, choose **Copy**. The information in each selected summary is copied. This information can be pasted into a new message or a text file for record keeping or later use.

Status Column

The status column displays the message status. You can use the popup to change the status to another available status, depending on whether the message is incoming or outgoing.

Message has not been read (all mailboxes except Out), or message is queued or sendable but has not been queued or sent (Out mailbox). If the column is blank, the message has been read (all mailboxes except Out), or the message is not yet able to be queued or sent because it has no recipients in the **To:** or **Bcc:** field (Out mailbox only).

Message has been replied to.

Message has been forwarded.

Message has been redirected.

Message needs to be rebuilt; it cannot be sent.

Message is queued to be sent (outgoing messages only).

Message is queued to be sent at a specified time (outgoing messages only).

Message has been sent (outgoing messages only).

Message was transferred from the Out mailbox before being sent.

Message cannot be sent because of an error. Usually the error is in the recipient's email address.

... Message is currently being sent.

Priority Column

The priority column displays the message priority. You can use the popup to set a particular priority, or to raise or lower the priority.

Highest priority

 High priority

<blank> Normal priority

 Low priority

Lowest priority

Raise Raise the priority one level.

Lower Lower the priority one level.

For more information on message priorities, see Setting the Message Priority on page 38.

Attachments Column

The Attachments column displays the attachment icon ( ) if a message has attached documents.

If the message does have attached documents, use the Attachment column popup to see the file names of the attached documents and also to open the attachments. Hold down the mouse button on the Attachment column of the message summary and either view the attachments on the popup or select one of the attachments to open.

Label Column

This Label column displays the message label. You can assign labels to incoming messages, either manually by selected the label from the popup or automatically using filters. See Filtering Messages on page 172.

To assign a label to an existing message

1. Choose the message or range of messages in the message summaries you want to label.
2. From the Message menu, choose **Change** then **Label**. The Label submenu appears.
3. Choose the label you want for this message.

When a message summary is assigned a label, the entire summary (text only) changes color to match the label color.

There are two kinds of labels: Finder and Eudora. Finder label colors and titles are assigned in the Macintosh Preferences dialog from the Edit menu in the Finder) or in the Macintosh Label control panel. Eudora label colors and titles are assigned using the Eudora Labels settings. See Eudora Labels on page 349.

Sender/Recipient Column

This Sender/Recipient column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

To select all the message summaries from a particular sender or recipient

- Hold down the Option key and click the name of one of the message summaries from that person.

The summaries are grouped as well as selected. To ungroup them, perform a sort operation (e.g., click the Date column heading).

NOTE: Bugs in some incoming servers/mail transport systems cause Eudora to display the sender of incoming messages as ???@???. The reason is that the required “From:” header is missing. If you encounter such a message, see your email administrator. Administrators can obtain a copy of qpopper from `ftp.eudora.com` that may correct the problem (see Sources on page 418).

Date Column

The Date column displays the date and time the message was composed, or, for timed outgoing messages, the date and time the message is scheduled to be sent.

Eudora uses two methods of displaying date information in mailbox windows:

- **Age-sensitive**—Mail that arrives today has a time stamp; mail that arrived within the last six calendar days is stamped with the day of the week, and mail that arrived prior to the previous week is stamped with the date.
- **Fixed**—All mail messages are stamped with the date and time, with the date formatted according to the short date format in current use by your computer and the time formatted according to the current time format.

To set date information

1. From the Special menu, choose **Settings**.
2. Scroll the Setting category icons and choose **Date Display**.

   The Date Display settings dialog appears.
3. In the Date format field, choose either **Age-sensitive** or **Fixed**.
4. Click **OK**.

For more information, see Date Display on page 348.

Size Column

This column displays the size of the message in kilobytes, or K, where 1K = 1024 bytes.

MoodWatch Column

The MoodWatch column displays chili peppers to determine how offensive the text is in the message.

One, two or three red chili peppers appear in this column to determine how offensive the text is in this message. One pepper indicates mild offense and three peppers the most offensive. See Using MoodWatch for Incoming Messages on page 59 for more information.

Server Status Column

The Server Status column displays the action that is to be done to the corresponding message on the server. The next time you check mail, the server status you requested is automatically completed. You can change the desired server status using the popup in this column.

	Do Nothing	Doesn't do anything with the message on the server.
	Fetch from Server	Retrieves the whole message from the server.
	Delete from Server	Deletes the message from the server.
	Fetch & Delete	Retrieves the whole message from the server, then delete it from the server.
	Deleted on IMAP Server	**IMAP only:** This message is marked for deletion. Delete it from the IMAP server the next time you choose "Remove Deleted Messages" or the Trash mailbox is emptied on that IMAP server (if a Trash mailbox exists).

NOTE: You can also use the Mail Transfer Options dialog to control the mail transfer (on the POP server only). For details, see Checking for Mail with Special Server Instructions on page 102.

Subject Column

The Subject column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see Editing Incoming Messages on page 117).

Displaying and Resizing Columns

To specify which columns you want displayed in your mailbox windows

1. From the Special menu, choose **Settings**.
2. Scroll through the Setting category icons and choose **Mailbox Display**.

The Mailbox Display settings dialog appears.

3. Check the boxes for the columns you want to display.

To resize a column in a mailbox window, move the mouse pointer until it is over the column divider to the right of the column you want to resize. The pointer changes shape to the column resize cursor ( ).

Hold down the mouse button, drag the divider to the position you desire, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.

You can shrink a column only as far as its left divider. If you do that, a double divider line appears in place of the column, and the column's contents are hidden. To redisplay the column, drag the right divider line to the right. Remember that you can also hide and show a column from the Mailbox Display settings. See Mailbox Display on page 345.

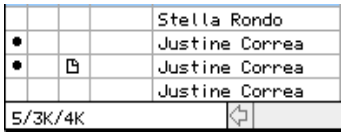
NOTE: You can also resize columns by dragging the divider lines in the headers. The pointer does not change shape in this case.

Using the Mailbox Size Display

In the lower left corner of the summary list portion of each mailbox window, three numbers show the size information for that mailbox.

- First number (5) shows the number of messages in the mailbox.
- Second number (3K) is the total amount of disk space those messages require.
- Third number (4K) is the amount of unused disk space associated with that mailbox.

Mailbox showing mailbox size display



Unused space is created when messages are deleted from a mailbox. This unused space is automatically removed when it becomes too large.

To manually clean up the wasted space in all mailboxes

- Click the mailbox's size display (for that mailbox only) or, to compact all your mailboxes (recycle all the unused space), hold down the Option key and click on any mailbox size display.

NOTE: Try not to keep too many messages in your In, Out, or Trash mailboxes because it slows down your system's performance. If you wish to keep these messages, it's better to transfer them to other mailboxes.

If you highlight to select more than one message, the number of selected messages appears to the left of the mailbox's message number, for example before the 5 in the above example. To show the count, you must have the *Show count of selected messages* turned on in the Mailbox Display settings dialog. See Mailbox Display on page 345.

Message Preview Pane

If the *Show message previews by default* setting is turned on in the Mailbox Display settings, then at the bottom of every mailbox window, just below the message summary list, a *message preview pane* appears.

The message preview pane shows the headers and body of the currently selected message in the message summary list.

The default preview pane is 12 lines high, but this height can be resized up or down, as described further below.

If the message currently being previewed is short enough, you will see the full message in the preview pane: headers and body. If the full message will not fit in the preview pane, Eudora normally scrolls the headers up and out of view so the preview begins with the first line of the message body. Scroll bars appear so that you can scroll up to view the headers, or down to view a long message body. Only one message can be previewed at a time: if multiple message summaries are selected in the mailbox window, the preview pane is blank.

To toggle the keyboard focus from the message summary list to the message preview pane and back again, press the Tab key. Or, click in the preview pane to put the focus there

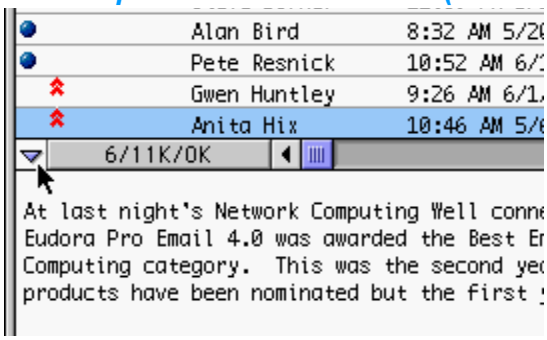
NOTE: If the "Mark read if clicked in or tabbed to or scrolled" setting is turned on in the Mailbox Display settings, any of these actions will change the status of an unread message (•) to read (blank).

When keyboard focus is in the preview pane, Eudora treats the preview pane like an open incoming message window. Thus, you can do the following from the preview pane:

- Press the spacebar to page down through the message.
- Use the arrow keys, as set in the Moving Around settings (unmodified, or modified with Command, Option, etc.), to switch to the next or previous message in the mailbox.
- Use standard commands that you would normally use in an open incoming message window, whether via the menus, the main toolbar, or keyboard shortcuts and modifiers. These include Reply, Forward, Redirect, Delete, Transfer, Save As, Print, and more.
- Double-click an attachment name, icon, or picture to open the attachment.
- Double-click a URL (hot link) to launch the application for that URL.

Every mailbox window has a triangle button at the bottom left of the mailbox summary list, just to the left of the mailbox size display. Click this button to show or hide the preview pane within the current mailbox only (this does not control whether the preview pane is shown or hidden in other mailboxes).

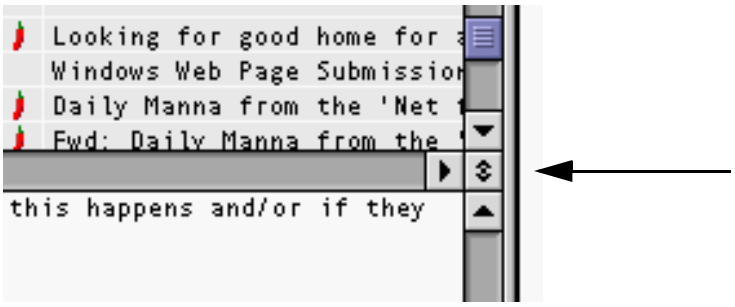
Preview pane show/hide button (middle left)


Alan Bird
Pete Resnick
Gwen Huntley
Anita Hix
6/11K/OK
At last night's Network Computing Well
Eudora Pro Email 4.0 was awarded the Best
Computing category. This was the second
products have been nominated but the first

If the preview pane is set to display in every mailbox window (“Show message previews by default” is turned on), you can use the triangle button to hide preview panes in mailboxes in which you don’t want to see them. If the preview pane is set to be hidden in every mailbox window (“Show message previews by default” is turned off), you can use the triangle button to show the preview pane in just those mailboxes you want.

You can change the height of the preview pane relative to the message summary list by holding down the mouse button on the preview pane size button at the bottom right of the message summary list and dragging this button up or down. This button, also called the “splitter” button, is just to the right of the horizontal scroll bar.

Preview pane size button (middle right)


Looking for good home for
Windows Web Page Submissio
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Fwd: Daily Manna from the
this happens and/or if they

The preview pane size button is displayed only when the preview pane appears in that mailbox window.

The following settings apply to any mailbox window in which the message preview pane is currently visible. These settings, which appear in the Message preview section of the Mailbox Display settings, are independent of whether the “Show message previews by default setting” in the Settings dialog is turned on or off.

- **Mark read after ? seconds**—(Default value is 5 seconds.) If this setting is on, then an unread message currently being previewed in the preview pane is marked read (blank in the Status column) after the number of seconds entered in the box.
- **Mark read if clicked in or tabbed to or scrolled**—If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you move the keyboard focus to the preview pane by either clicking in the preview pane, or Tabbing to the pane, or operating its scroll bar, if available.
- **Mark read if “next message” used to move away**—If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you move to the next (or previous) message using the modified or unmodified arrow keys as set in the Moving Around settings.
- **Mark read if deleted**—If this setting is on, then an unread message currently being previewed in the preview pane is marked read if you delete it. If this setting is off, then the message is not marked read when deleted. Note that if this setting is on and you delete the unread message currently being previewed, Eudora first marks the message read, then deletes it.

NOTE: Eudora will not automatically mark as read the new unread messages that are received following a mail check or filter action, until you take action on the first new unread message in the new list in that mailbox.

Using the Title Bar Popup Menu

In an open message or mailbox window, hold down the **Command** key and click on the title in the title bar. A popup menu appears showing the hierarchy of mailboxes and folders containing that message or mailbox.

If you choose a mailbox from the menu, the mailbox window opens for that mailbox. If you choose a folder, the Mailboxes window opens and the folder is highlighted in the window.

Creating Mailboxes and Folders

Eudora lets you create mailboxes to put messages in, and folders to put mailboxes or more folders in.

To create mailboxes and folders, choose one of the following:

- Using the New command from the Mailbox menu.
- Pressing the New Mailbox or New Folder button in the Mailboxes window from the Window menu. The Mailboxes window is especially useful if you want to create multiple mailboxes quickly.
- Using the New command from the Transfer menu.

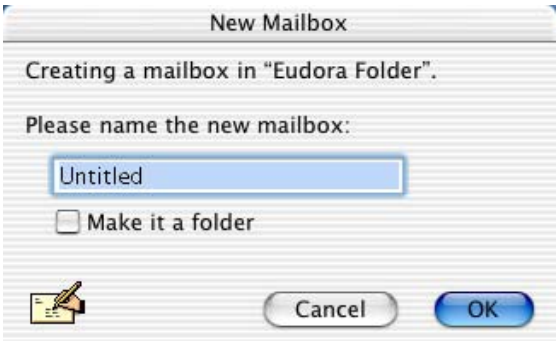
Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder

1. From the Mailbox menu, choose **New**.

   The New Mailbox dialog appears.

New Mailbox dialog



2. To create a mailbox, type in the new mailbox name and click **OK**.

   The mailbox is created and added to the Mailbox and Transfer menus and to the Mailboxes window.

3. To create a mail folder, type the name of the new mail folder and check the *Make it a folder* option. Click **OK** to create the folder.

   The New Mailbox dialog appears again.

4. Type the name of a mailbox to create within the new folder, then click **OK**.

   The new folder and its mailbox appear in the Mailbox and Transfer menus and in the Mailboxes window.

Creating a Mailbox Within a Folder

To create a new mailbox within a particular folder

1. From the Mailbox menu, choose the desired folder.
2. From the submenu that appears, choose **New.**

   The New Mailbox dialog appears.

3. Type in the new mailbox name and click **OK**.

   The mailbox is created and added to the Mailbox and Transfer menus.

To create a subfolder

1. In the New Mailbox dialog, check the **Make it a folder** option.
2. Click **OK**.
3. When the dialog reappears, enter the name of a new mailbox to create in the subfolder and click **OK**.

Using the Mailboxes Window

The Mailboxes window lets you manage your mailboxes and mail folders. Using this window, you can create, rename, and remove mailboxes and mail folders, move mailboxes and folders in and out of other folders, and move messages in and out of mailboxes.

NOTE: Mailboxes and folders that are underlined in the window have unread messages in them.

To display the Mailboxes window

1. From the Window menu, choose **Mailboxes**.

   The Mailboxes window appears.

Mailboxes window

To open a mailbox or folder within the window, double-click it, or click it once and press Return. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders by clicking on the triangle to the left.

You can start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected this way).

Three buttons appear at the bottom of the window (left to right): New Mailbox, New Folder, and Remove. If you have multiple personalities and at least one uses an IMAP incoming mail server, a fourth button appears, Refresh. See Managing Your Mail on the IMAP Server on page 106 for details. If the icons appear only on the buttons, resize the window wider and the titles will appear.

Like other Eudora windows, the Mailboxes window can be placed anywhere on your desktop and open. To move the Mailboxes window, drag it by the title bar, as you would with any Macintosh window.

Select mailboxes and folders in the following ways:

- Click the icon to select a single item; click on the name only when you want to rename the item.
- Hold down the Shift key and click to select a consecutive range of items.
- Hold down the Command key and click to make non-consecutive selections, adding or subtracting individual items from a group selection.
- Hold down the mouse button and drag to select a group.
- Press Command+A to select all items in the Mailboxes window (except the top-level Eudora Folder).

Also, you can drag mailboxes (but not mail folders) from the Mailboxes window to the main toolbar to add them as toolbar buttons.

Creating a New Mailbox or Mail Folder

To create a new mailbox or mail folder in the Mailboxes window

1. At the bottom of the Mailboxes window, click the **New Mailbox**

or **New Folder**

button. An untitled mailbox or mail folder is created and placed in one of the following locations:
   - If a folder is selected, the item is placed in that folder.
   - If a mailbox is selected, the item is placed in the folder containing that mailbox.
   - If nothing is selected, the new folder or mailbox is created root level of the “mail folder” within the Eudora Folder. See Eudora Folders on page 414 for details.
2. Type the new name into the name box.
3. Press **Return** or **Enter** or click outside the name box. If you like, drag the new mailbox or folder into another folder.

   The new mailbox or folder is added to the Mailbox and Transfer menus.

Renaming a Mailbox or Mail Folder

To rename a mailbox or mail folder

1. Click the name for the item. After a short pause, the name is highlighted for editing.
2. Type in the new name and press **Return** or **Enter** or click outside the name box. Press the **Esc** key (Escape) to cancel the rename.

NOTE: You cannot rename the Eudora Folder or the In, Out, or Trash mailboxes.

Moving a Mailbox or Mail Folder into Another Folder

To move a mailbox or mail folder into another folder

- Choose the item you want to move and drag it to where you want it. If you drag it over a closed folder, the folder opens so you can see its contents. It closes when you drop the item or you drag it above the folder or out of the window.

To move a mailbox or mail folder into the root folder

- Drag it to the Eudora Folder at the top of the list.

NOTE: You cannot move the Eudora Folder or the In, Out, or Trash mailboxes.

Moving Messages from One Mailbox to Another

To transfer an open message into a mailbox in the Mailboxes window

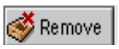
- Drag the open message to the selected mailbox, dropping it when the mailbox is highlighted.

You can also drag one or more selected message summaries from an open mailbox window to a mailbox in the Mailboxes window, dropping them when the mailbox is highlighted.

If you drag messages over a closed folder, the folder opens so you can see its contents. It closes when you drop the messages or you drag them above the folder or out of the window.

Deleting a Mailbox or Mail Folder

To delete a mailbox or mail folder

1. Choose the mailbox you want to remove.
2. At the bottom of the Mailboxes window, click the **Remove** button 

or press the **Delete** key on your keyboard.

   A dialog appears asking you to confirm the deletion.
3. To delete the item, click **Remove It**.

   If you selected more than one mailbox or mail folder, you are prompted to delete each selected item. Click **Remove It** to delete the items one at a time or click **Remove All** to remove all of them without further prompts.

If you choose to remove a mailbox in which messages are still stored or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox or folder are also removed.

NOTE: You cannot remove the Eudora Folder or the In, Out, or Trash mailboxes.

Items removed from the Mailboxes window are also removed from the Mailbox and Transfer menus. They are moved to the Finder's Trash and can be recovered before emptying the Trash.

Using the Mailbox Drawer (Sponsored and Paid modes only)

This feature lets you click a drawer icon to show your folders and mailboxes from an opened mailbox. This icon is located on the far right corner of your mailbox.

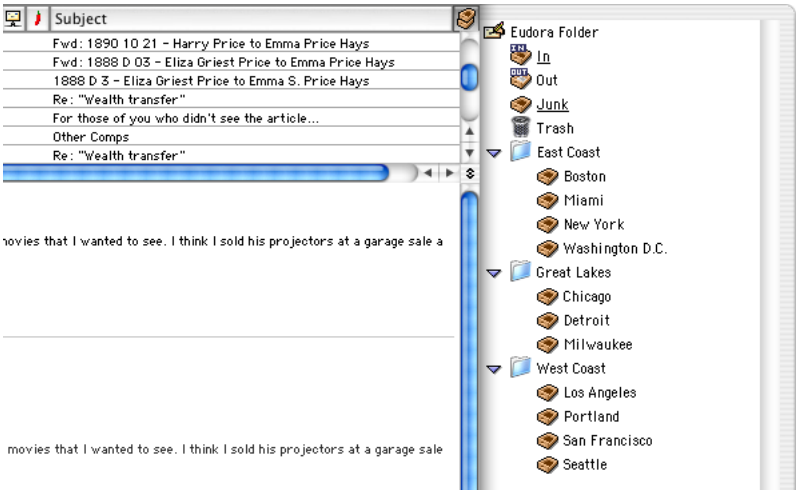
NOTE: The mailbox drawer requires Mac OS X 10.2 or greater.

To show your folders and mailboxes

- Click the mailbox drawer icon or from the Window menu, choose **Drawer**.

Your folders and mailboxes appear.

Mailbox drawer showing folders and mailboxes



Other functions of the Mailbox drawer

- Drag a message to the drawer button to open the drawer.
- Click a mailbox in the drawer to replace the mailbox that is now displayed.
- Drag message summaries from the displayed mailbox into any other mailbox in the drawer to transfer the messages to that mailbox.

Working with IMAP Mailboxes

IMAP mailbox management is similar to POP mailbox management. The differences are due mainly to the fact that all IMAP mailboxes and folders are stored on the IMAP server rather than on your Macintosh. In other words, your IMAP mailboxes are managed remotely rather than locally.

NOTE: You may find that some mailboxes on your IMAP server were created by others and made accessible to you. You may have both “read and write” permission for some of these mailboxes; that is, not only can you read the messages stored in them, but you can also change or delete these messages. But for other such mailboxes you may only have “read” permission; that is, you can read the messages in them, but you cannot change or delete them. Find out from your email administrator or your ISP what particular permissions you have for such mailboxes that you share with others.

Using the Mailboxes Window with an IMAP Account

Following are important IMAP-related items to keep in mind when working with IMAP mailboxes and folders in this window:

- Each IMAP personality has its own top-level folder, also called a “root folder,” in the Mailboxes window. The name of the folder is the personality name associated with the personality. All POP personalities, on the other hand, are kept under one root folder, called the “Eudora Folder” by default.
- After your first mail-check for your IMAP account, you will see an In box under that account’s root folder in this window. The In box is the assigned In mailbox for all new messages coming into your IMAP account. Each IMAP account has its own In box.
- IMAP folders may be given a unique icon to distinguish them from POP folders because IMAP folders may contain not only mailboxes and other folders, but also messages. (POP folders can contain mailboxes and other folders but not messages.)
- To show or hide the contents of an IMAP folder in the Mailboxes window, click the triangle button next to the folder icon, as you would with POP folders. However, double-clicking on an IMAP folder opens the folder as a mailbox, so that you can view the messages contained in the folder. (Double-clicking on a POP folder, by contrast, shows or hides the folder contents in the window.)

- If the incoming mail server for at least one of your personalities is an IMAP server, then an additional button appears at the bottom of the Mailboxes window, the “Options” button. This button is used to update the list of IMAP mailboxes and folders for one or more of your IMAP accounts. See Refreshing Your List of IMAP Mailboxes and Folders on page 158.
- When moving mailboxes in the Mailboxes window via drag-and-drop, you cannot drag a mailbox from one IMAP account to another. You can drag a mailbox to a different folder within the same IMAP account.

Using the Mailbox and Transfer Menus with an IMAP Account

Use of the Mailbox and Transfer menus is generally the same in this case. Following are important IMAP-related points to keep in mind.

- The root folder for an IMAP account is listed at the bottom of the Mailbox and Transfer menus after POP items. A separator separates the POP section from the IMAP section. Remember that the name of a root IMAP folder is the personality name for that account. If you have more than one IMAP personality, each one is represented at the bottom of the menus. Each root folder menu item has its own submenu that lets you access the remaining folders and mailboxes in that account.
- After your first mail-check for an IMAP account, an In box mailbox item is added to that IMAP submenu on the Mailbox and Transfer menus. The In mailbox is the assigned In box for all new mail coming in to your IMAP account. Each IMAP account has its own In box.
- Each IMAP submenu under the Mailbox and Transfer menus contains a “New” command for creating new mailboxes in the account. See Creating New IMAP Mailboxes and Folders on page 155.
- IMAP submenus under the Mailbox and Transfer menus may have a command called “This Mailbox.” Selecting this command opens the containing IMAP folder as a mailbox, so you can view the messages contained in that folder. Unlike POP folders, IMAP folders may contain not only mailboxes and other folders, but also messages.

Creating New IMAP Mailboxes and Folders

Creating an IMAP personality adds a root IMAP folder to your mailbox and folder structure. The root folder carries the name of the personality and is available on the Mailbox and Transfer menus and in the Mailboxes window. You can now create new mailboxes and folders under that root IMAP folder.

To create new IMAP mailboxes and folders

- On the IMAP submenu under the Mailbox and Transfer menus, choose **New**. Or click **New Mailbox** or **New Folder** buttons at the bottom of the Mailboxes window. The Mailboxes window is found under the Window menu.

When you create new IMAP mailboxes and folders, these items are added to the Mailbox and Transfer menus and to the folder structure in the Mailboxes window. See the following example of IMAP mailboxes and folders.

Example of IMAP Mailbox and Folder structure

For more information on these mailbox and folder creation methods, see Working with Mailboxes on page 136. Following is information about IMAP mailbox and folder management.

- If an IMAP folder is selected in the Mailboxes window when you click the **New Mailbox** or **New Folder** button, Eudora creates the new mailbox or folder inside the selected folder.
- When you create a new IMAP mailbox or folder, the mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See Refreshing Your List of IMAP Mailboxes and Folders on page 158.)

NOTE: You can drag mailboxes and folders into other folders within the same IMAP account, but you cannot drag IMAP mailboxes and folders into a folder in a different IMAP account.

- Renaming IMAP mailboxes and folders is the same as POP. See Renaming a Mailbox or Mail Folder on page 151.
- Moving an IMAP mailbox or folder into another folder is the same as POP. See Moving a Mailbox or Mail Folder into Another Folder on page 152.
- Removing IMAP mailboxes and folders is the same as the POP. SeeDeleting a Mailbox or Mail Folder on page 152.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes, folders, or messages are stored, then all the messages, mailboxes, and folders contained within the selected mailbox or folder are also removed.

Here's what happens when you remove an IMAP mailbox or folder.

- The item is deleted from the IMAP server.
- The item is removed both from the Mailboxes window and from the Mailbox and Transfer menus.

NOTE: Unlike with POP items, deleted IMAP items *cannot* be recovered. In particular, they are *not* moved to the Finder's Trash.

- The mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See Refreshing Your List of IMAP Mailboxes and Folders on page 158.)

WARNING: Do not delete a root IMAP folder for removing IMAP mailboxes and folders because you will be deleting a personality.

Resynchronizing an IMAP Mailbox or Folder

If you have a computer at work, another at home, a third at school, and a laptop when you travel and if you use IMAP for your incoming mail, your IMAP mailboxes and folders need to be resynchronized. For example, you have just one mailbox in your IMAP account, an In box, where you receive all your mail. You check for mail, which results in new messages being transferred to the In box. Then you go to another computer and delete some of the messages in your In box. Then you go to a third computer and change the status of some of the messages in your In box. By performing different functions to your IMAP In box from several computers, you now need to resynchronize the In box. Resynchronization updates all operations performed on the mailbox from all computers that have access to the mailbox. In fact, in some cases, other users might be able to access your mailboxes (or at least some of them), which adds an additional variable of change to the equation.

Resynchronization is done on a mailbox-by-mailbox basis. You can also resynchronize an IMAP folder as a mailbox if it contains messages.

To resynchronize an IMAP mailbox, do one of the following:

- Open the IMAP mailbox, either by choosing it from the Mailbox menu, or by double-clicking its icon in the open Mailboxes window (from the Window menu). To open an IMAP folder as a mailbox, choose This Mailbox from the folder's submenu on the Mailbox menu, or double-click the folder icon in the open Mailboxes window.
- Check mail for the IMAP personality, that is, open the Personalities window from the Window menu, chick the IMAP personality icon, and click the **Check Mail** button

. Alternately, if the personality is configured in the Personalities settings dialog to check mail during manual or automatic mail checks, choose **Check Mail** from the File menu or simply wait for the next automatic mail check.

When you resynchronize a mailbox, its contents are completely updated according to all operations that have been performed on the mailbox from all computers that have access to it.

Refreshing Your List of IMAP Mailboxes and Folders

Resynchronization deals with changes at the message level, coordinating all changes made to the messages in a particular mailbox from any number of different computers. Refreshing deals with changes at the mailbox and folder level, coordinating all changes made to the list of mailboxes and folders for that particular IMAP account, from any number of computers, as mailboxes and folders are added, deleted, renamed, and otherwise changed.

Because the mailboxes and folders in your IMAP account are stored remotely, on the IMAP server, you can change any of these from other computers, and other users who have access to these items can change them as well.

The Mailboxes window does not reflect the “real-time” status of the mailbox and folder list for your IMAP account(s), and between mail checks, a disparity can grow between what appears in a particular IMAP list and what is actually on that IMAP server, as new mailboxes are added to the account and existing ones are changed or removed.

To refresh the list of mailboxes and folders for one or more of your IMAP accounts, so that the Mailboxes window (and the Mailbox and Transfer menus) displays the latest update of what is actually on each IMAP server.

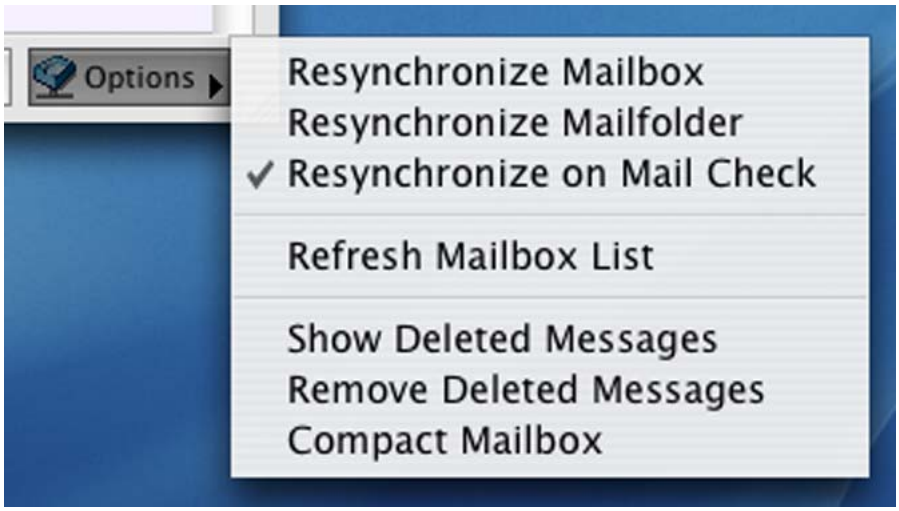
Mailboxes window (showing IMAP mailboxes)

To check for mail from multiple mailboxes

1. From the Window menu, choose **Mailboxes**. If you have an IMAP mail account configured, the Options button appears as the fourth button in the Mailboxes window.
2. Click a mailbox, then click the Options button.

   The Option pull down menu appears.

Options pull down menu



3. From this menu, you can choose from the following commands:

- **Resynchronize Mailbox** - This command resynchronizes the mailbox on your computer with the mailbox on the IMAP server.
- **Resynchronize Mailfolder** - This command resynchronizes a mailbox and all its nested mailboxes.
- **Resynchronize on Mail Check** - This command sets Eudora to synchronize the mailbox every time Eudora checks for new mail.
- **Refresh Mailbox List** - This command displays the latest update of the mailboxes that exist on the IMAP server.
- **Show Deleted Messages** displays the messages marked for deletion in the selected mailbox(es).
- **Remove Deleted Messages** - This command deletes messages from the IMAP server that were marked for deletion.
- **Compact Mailbox** - This command recycles unused space in the mailbox.

TIP: When using the *Resync mailbox on every mailcheck*, the icon of the mailbox changes to easily tell which mailboxes will resynchronize on every mailcheck.

The mailbox *Scarlett* is set to Resync mailbox on every mailcheck. The other mailboxes have the normal icon because they must be resynchronized manually.

IMAP mailboxes

Deleting IMAP Messages

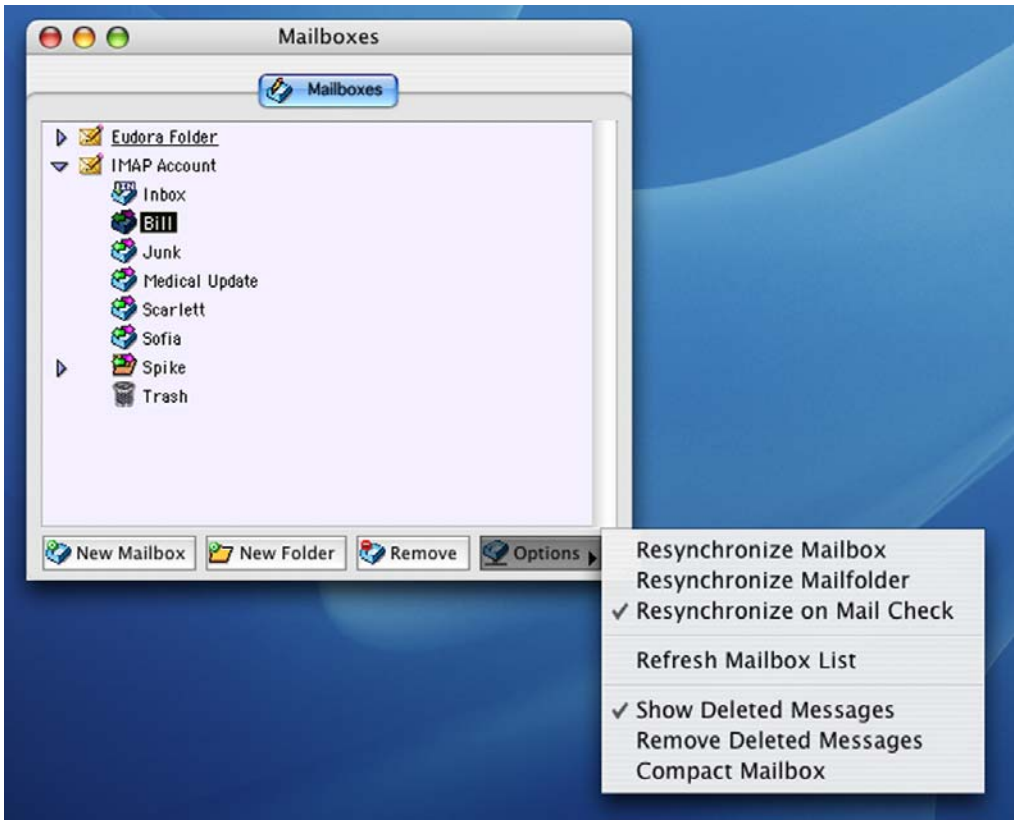
Deleted messages are immediately removed from view. The **Show Deleted Messages** command from the Options menu will display these message.

To display the Options menu

1. From the **Window** menu, choose **Mailboxes**. If you have an IMAP mail account configured, the Options button appears as the fourth button in the Mailboxes window.
2. Select one or more IMAP mailboxes, then click the **Options** button.

   The Option pull down menu appears.

Options pull down menu



3. From this menu, **Show Deleted Messages** displays the messages marked for deletion in the selected mailbox(es).

Auto-Expunge

IMAP messages marked for deletion are removed from view but continue to take up space in the IMAP mailbox until they are expunged. When IMAP auto-expunge is active, mailboxes are periodically purged of deleted messages.

Turning on auto-expunge

1. From the **Special** menu, choose **Settings**.

   The settings window will appear.

2. Scroll and click the **Personality Extras** icon.

3. From the drop down menu, choose the personality for your IMAP mail account. Control the Auto Expunge settings using the buttons under **Remove Deleted Messages**.

NOTE: For more information about the **Remove Deleted Messages** settings, see Personality Extras (Sponsored and Paid modes only) on page 372

Manual Expunge

If auto-expunge is not turned on, remove deleted messages by manually expunging them or by compacting the mailbox. To manually expunge messages, use the **Remove deleted messages** command from the IMAP Options menu.

To display the Options menu

1. From the **Window** menu, choose **Mailboxes**. If you have an IMAP mail account configured, the Options button appears as the fourth button in the Mailboxes window.
2. Select a mailbox (or multiple IMAP mailboxes), then click the **Options** button.

   The Options pull down menu appears.

   Options pull down menu

3. From this menu, **Remove Deleted Messages** deletes messages from the IMAP server that were marked for deletion.

Creating and Using IMAP Trash Mailboxes

Eudora gives you the option to create a Trash mailbox on the remote IMAP server corresponding to your IMAP account. You can do this for each IMAP account you have. Keeping a Trash mailbox on your IMAP server lets you manage your discarded IMAP messages exactly the way you would manage messages in a local (POP) Trash mailbox. To do this, you must turn on the *Use a trash mailbox on the IMAP server* option in the Personality Extras settings dialog.

Without a Trash mailbox on the IMAP server, you must mark messages for deletion and then remove them on a mailbox-by-mailbox basis. See the next section “Deleting Messages from the IMAP Server.”

Usually, the “Use a trash mailbox on the IMAP server” option is already turned on by default.

To use a Trash mailbox on the IMAP server for one of your IMAP accounts

1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category list and choose **Personality Extras**.

   The Personality Extras settings dialog appears.
3. From the Personality popup, choose your desired IMAP personality.
4. Check the **Use a trash mailbox on the IMAP server** box to turn it on.
5. To save your changes and close the Settings dialog, click **OK**.

The first time you delete or transfer a message from a mailbox in that IMAP account, Eudora will try to create a trash mailbox on that server. If it fails, Eudora will prompt you to choose a trash mailbox manually. Just choose the New command under the IMAP submenu of the mailbox selection menu to create a new mailbox to be used as the Trash mailbox on that IMAP server.

To empty the trash in one of three ways

- By choosing **Empty Trash** from the Special menu empties your local (POP) Trash mailbox along with any remote (IMAP) Trash mailbox for any IMAP server you've connected to recently.
- By pressing the Option key and choosing **Empty All Trash Mailboxes** from the Special menu empties both the local (POP) Trash mailbox and all IMAP Trash mailboxes you have created on the IMAP servers for your IMAP accounts.
- By pressing the Shift key and choosing **Empty Local Trash Mailbox** from the Special menu empties the local (POP) Trash mailbox only.

When you empty an IMAP Trash mailbox, the messages in the mailbox are completely removed from both your computer (the corresponding cache folder in the IMAP Folder) and the IMAP server.

NOTE: If the *Empty Trash on Quit* option is turned on in your Miscellaneous settings (see Miscellaneous on page 366), when you quit Eudora, your local (POP) Trash mailbox is emptied, along with any remote (IMAP) Trash mailboxes for any IMAP account whose server you have been recently connected to. That is, the *Empty Trash on Quit* option and the *Empty Trash* command from the Special menu do the same thing.

Deleting Messages

As a safeguard against inadvertent deletions, two steps are used to delete a message from your Macintosh: first you put the message in the Trash, then you empty the Trash.

POP Procedure

To put a message in the Trash

1. Select the message.
2. From the Message menu, choose **Delete**, or from the Transfer menu, choose **Trash**. Also, you can just press the **Delete** key or click the **Delete** button on the main toolbar. The message is transferred to the Trash mailbox.

To delete the messages in the Trash mailbox (removing them permanently from your Macintosh)

- From the Special menu, choose **Empty Trash**.

To delete a message permanently without sending it to the Trash first

1. Select the message.
2. Hold down the Shift and Option keys, and from the Message menu, choose **Nuke** (or use any of the delete options).

   WARNING: You cannot undo a Nuke operation!

If you delete or nuke a message that has an attachment, the attachment is moved to Trash on your desktop. However, the *Trash attachments with messages* option must be checked in the Attachments settings, found in Settings from the Special menu. The attachment must be in your Attachment Folder (or the folder you've designated to receive attachments). For this to happen, see *Automatically Deleting Attachments* following this section. For more information on the attachment settings, see Attachments on page 338.

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, turn on these options in the Extra Warnings settings found in Settings under the Special menu. See Extra Warnings on page 360.

Quitting Eudora empties the contents of the Trash mailbox when the *Empty Trash* on Quit option is turned on in the Miscellaneous settings, found in Settings from the Special menu. See Miscellaneous on page 366.

To delete just a few messages from the Trash mailbox

1. Open the **Trash** mailbox.
2. Select the desired messages.
3. From the Message menu, choose **Delete** or press the **Delete** key. Deleting a message from the Trash removes it completely from your computer.

IMAP Procedure

If you have the *Use a trash mailbox on the IMAP server* option turned off, all new messages are delivered to your IMAP server and are kept there until you manually delete them.

Also, whenever you retrieve a message, either in part or in full, from the IMAP server to your computer, either during a mail check or through another activity that retrieves messages, a copy of the message is kept on the IMAP server until you manually delete it.

Therefore to delete an IMAP message, you must delete it from the IMAP server. To delete messages, you must perform two steps:

- Mark the message for deletion.
- Remove all messages marked for deletion from a mailbox.

Mark a Message for Deletion

To mark a message for deletion

1. Option the IMAP mailbox or folder containing the message.
2. Select the message summary in the mailbox or open the message.
3. From the Message menu, choose **Delete** or click the Delete toolbar button .

Also, in an open message, from the Message menu, choose **Change** then **Server Options** submenus, then choose **Mark as Deleted**.

Also, after selecting a message summary, press the **Delete** key or hold down the mouse button on the **Server Status** column, and choose **Mark as Deleted** from the popup menu.

The following indicates that an IMAP message has been marked for deletion.

- A check mark appears next to the Mark as Deleted command when the message is open or selected.
- A hollow diamond appears next to the Mark as Deleted option on the Server Status column popup for the selected message.

Unmark a Message for Deletion

If you mark an IMAP message for deletion and then change your mind, you can unmark the message so that it won't be deleted from the IMAP server. You must unmark the message before you perform an operation that removes all messages marked for deletion.

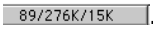
To unmark an IMAP message that is marked for deletion, first open the IMAP mailbox or folder containing the message, then do one of the following:

- Open the marked message and choose the Message menu, then choose **Mark as Deleted** from the Change then Server Options submenus.
- Select the message summary for the marked message, hold down the mouse button on the Server Status column and again choose **Mark as Deleted** from the popup menu.

The check mark next to the Mark as Deleted command is removed for the open or selected message, and the hollow diamond next to the Mark as Deleted option on the Server Status column popup is also removed for the selected message.

Remove All Messages Marked for Deletion

To remove all messages marked for deletion in a particular IMAP mailbox, open the mailbox and then do one of the following:

- In the message summary list, click the mailbox size display button 

.

Press the Option key and from the Special menu, choose **Remove Deleted Messages** (normally the Empty Trash command).

When you do either of the above actions, all messages marked for deletion in that mailbox are permanently removed from the mailbox. They are completely removed both from the IMAP server and from your computer.

WARNING: Once you remove marked messages using the above methods, these messages are completely gone and cannot be recovered.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted as well. You need to turn an option on in the Attachments settings dialog.

To set Eudora to automatically delete attachments

1. From the Special menu, choose **Settings**.
2. Scroll through the category icons and choose **Attachments**.
3. In the Attachments settings dialog, turn on the **Trash attachments with messages** option.

Be sure the attachments are still in the Attachment Folder (or the folder you have specified for attachments). If you have this option on and you want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

Transferring Messages

You can transfer messages freely between mailboxes. There are several ways to do this.

- Use the Transfer menu.
- Drag a message summary to an open mailbox.
- Drag an open message by clicking to an open mailbox.
- Drag a message to a mailbox button on the main toolbar.

- Drag a message to a mailbox icon in the Mailboxes window (see Using the Mailboxes Window on page 149).

To put a copy of a message in another mailbox (instead of transferring the message), hold down the Option key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert appears informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

Don't forget to clean out your Out mailbox occasionally to increase your system performance.

NOTE: You can undo mailbox transfers, one at time, using the Undo command from the Edit menu.

Using the Transfer Menu

The Transfer menu is one way to transfer messages between mailboxes. With a current message open, or message summaries selected, select a mailbox from the Transfer menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

You can drag messages from one mailbox to another using the message summaries in an open message window.

To drag a message summary to another mailbox

1. Select the message summary (or summaries).
2. Place the cursor over the summary, and hold down the mouse button. The cross pointer will change to an arrow.
3. Drag the summary into:
   - Any open mailbox window, or
   - Onto a main toolbar mailbox button you have created (see Customizing the Main Toolbar (Sponsored and Paid modes only) on page 406), or
   - Onto a mailbox icon in the open Mailboxes window (see Using the Mailboxes Window on page 149).

When you release the mouse button, the message is transferred.

NOTE: You can drag a message summary to the Finder to create a new mailbox. Do this if you want to back up or transfer your mailboxes. Also, if you drag a message summary to a composition window, the sender's address will be inserted into the recipient field in which you drop the summary.

To drag an open message to another mailbox

1. In an open message, click .
2. Drag the message into:
   - Any open mailbox, or
   - Onto a main toolbar mailbox button you have created, or
   - Onto a mailbox icon in the open Mailboxes window.

   When you release the mouse button, the message is transferred.

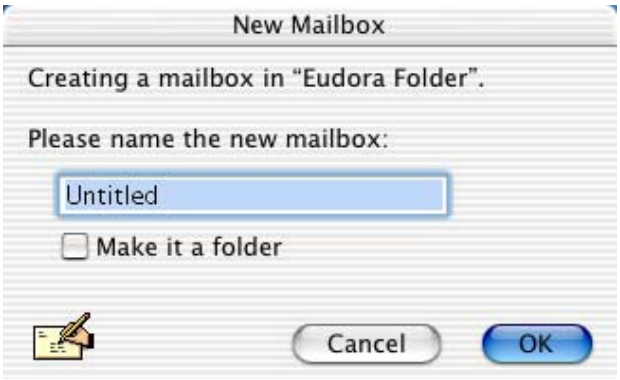
Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time

- From the Transfer menu, choose **New** instead of the name of the mailbox.

  The New Mailbox dialog appears.

New Mailbox dialog



You can create a new mailbox or mail folder (for details, see Creating Mailboxes and Folders on page 148). When you are done, the current message is transferred into the new mailbox.

Contextual Filing (Sponsored and Paid modes only)

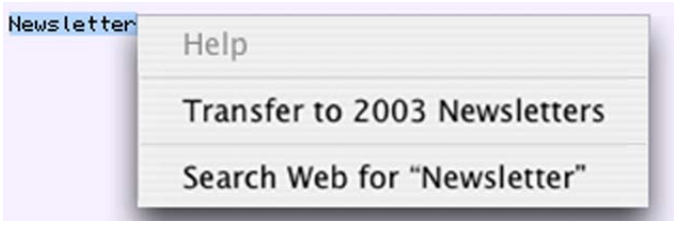
You can highlight a word or part of a word anywhere in a message (header or text) and transfer the message to a mailbox of the same name. For example, if you have a mailbox named **2003 Newsletters**, you can highlight the word "Newsletter" and transfer the entire message to the 2003 Newsletters mailbox.

To perform a contextual filing

1. Highlight the word or part of the word.
2. Hold the control key and click the word, or if you have a two button mouse, right click.

   The contextual filing submenu appears showing the mailbox(es) with similar name(s).

   Contextual filing submenu

3. Choose the mailbox.

   The message transfers to the selected mailbox.

Filtering Messages

NOTE: If you are using Eudora in Light mode, you have limited use of the Filters feature in Eudora.

Many of the email management functions in Eudora can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a Personal mailbox, and label all the messages from your customers as “Hot.”

A filter can be thought of as a personal secretary that takes your mail and does certain things to it that you specify. One kind of filter might watch for particular mail from a mailing list and move it into a mailbox, open the message, and play a sound. Another might look for other kinds of mail and give it a label color, a high priority, a new Subject line, or have a voice speak the name and subject of the message.

You can create as many of these filters as you like and give each of them from one to five instructions on what to do with your mail that fits a certain set of criteria, based on information in the header of the message and the message body.

Quick and Simple Filters with the Make Filter Command

The simplest filters are those that transfer incoming messages to a particular mailbox based on the sender of the message or one or more of the recipients. For example, each time you check your mail, you may want to have Eudora take all of the incoming messages it receives from your friend Joe and automatically transfer them into a mailbox you have called “Mail from Joe.” To get Eudora to do this, you set up a simple filter.

If you are not familiar with filters, the Make Filter command provides an easy way to learn how to use filters. Once you get comfortable with the simple filters created this way, you can go on to make more complex, powerful filters using the Filters window. Professional filter creators will find that the Make Filter command provides a rapid, convenient method for making a simple transfer filter.

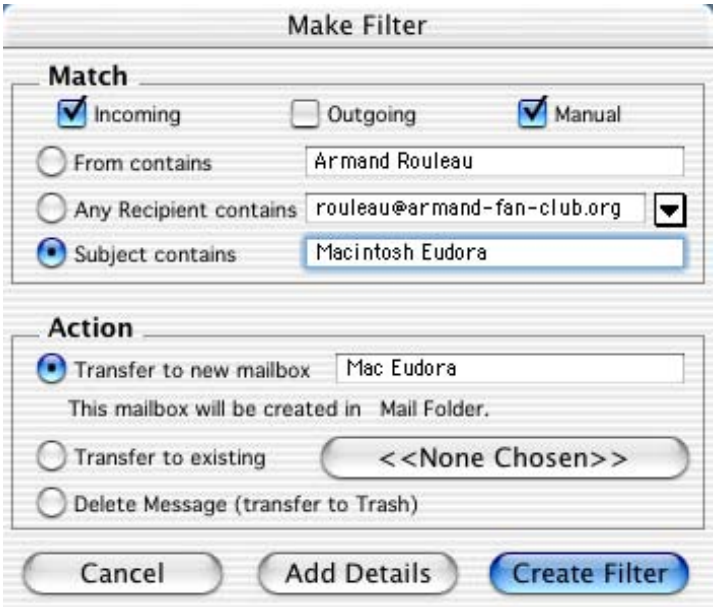
Also, the Make Filter command is good to use when you want to eliminate unsolicited email messages (SPAM). Just create a simple filter that will move all messages from this person or address right into the trash mailbox.

To open the Make Filter dialog

1. Open an incoming or outgoing message containing the information you want in your filter, or choose one or more message summaries in a mailbox.
2. From the Special menu, choose **Make Filter**.

   The Make Filter dialog appears.

Make Filter dialog



3. Choose a **Match** condition (see the following topic).
4. Choose an **Action** (described later in this section).
5. When finished, click **Create Filter**.

Match Conditions

The Match condition area of the dialog helps you set up the criteria that will determine whether or not a particular message will get acted on by this filter.

You can specify what type of messages you are interested in filtering, incoming or outgoing. You can also specify a manual filter. You can combine any of the three types of filters: Incoming, Outgoing, and Manual.

NOTE: If you create the filter using messages in your Out box, Eudora automatically checks if the Outgoing and Manual checkboxes are selected. If you create the filter using messages in any other mailbox besides Out, Eudora automatically checks if the Incoming and Manual checkboxes are selected.

- **Incoming**—Select Incoming for this filter to act on incoming messages only, matching the content you previously entered. The Incoming filter functions only after your messages are downloaded from the server.

- **Outgoing**—Select Outgoing for this filter to act on messages after you send them matching the content you previously entered. The Outgoing filter functions only after your messages are sent.
- **Manual**—Select Manual when you want the filter to be executed when you choose the Filter Messages command from the Special menu. Manual is checked by default.

If you check Incoming or Outgoing (or both), the filter is automatic; that is, Eudora performs the filter operation in the background automatically when you send or check mail. If you also check Manual, the filter becomes both automatic and manual; that is, you can now manually perform the filter operation as well, by choosing “Filter Messages” from the Special menu while message summaries are selected in a mailbox window—but Eudora still filters the messages during mail sends and checks automatically. In short, checking Manual does not “turn off” Eudora’s automatic filtering for that filter. It just provides you another option.

NOTE: Making a filter manual also gives you a good way to test the filter to your needs as soon as you set it up, rather than having to wait until the next time you send or check mail. After creating a manual filter, check to see that it works the way you intended by selecting “Filter Messages” from the Special menu. Your open message or selected message summaries are immediately filtered according to the new filter.

You can choose one of three content matches: From contains, Any Recipient contains, or Subject contains.

- **From contains** (the default)—Select to match the message against the From: field—the sender—of the messages you selected. If you selected multiple messages, and they do not have a common sender, this field is left blank. In either case you can edit the field. The From: field of a target message must contain the information in this box but does not have to exactly equal it.
- **Any Recipient contains**—Select to match the message against any of the recipients in the messages you selected (recipients are contained in the To: and Cc: fields and, in an outgoing message, the Bcc: field). Choose one recipient from the popup list (accessed from the arrow button next to the field), or edit the text in the field. Note that the information you enter here must be contained in any of the recipient fields of the target message, but does not have to exactly equal the recipient field.

- **Subject contains**—Select to match the message against the Subject field of the messages you selected. If you have selected multiple messages and they do not have a common Subject, this field is left blank. In either case, you can edit the field. The Subject line of a target message must contain the information in this box but does not have to exactly equal it.

NOTE: If you select multiple messages with no common Subject, sender, or recipient, Eudora displays a message informing you so, and Make Filter command performs no function.

Action Area

The Action area lets you determine the one action that will be performed on messages that satisfy the Match conditions you have specified for this filter. The three action choices are all message-transfer actions; they transfer the filtered message to a mailbox. For messages that satisfy your match conditions, your simple filter will, depending on your selection here, transfer the messages to either a new mailbox, an existing mailbox, or your Trash mailbox.

- **Transfer to new mailbox**—Select to transfer the filtered message to a new mailbox that you will specify. The text field is filled in with a suggested new-mailbox name based on your selected content match condition (From, Any Recipient, or Subject). You can change this name if you like. The mailbox will be created in your Mail Folder (in your Eudora Folder under your Documents Folder), and it can later be moved using drag and drop in the open Mailboxes window from the Window menu. The new mailbox is created in your Mail Folder as soon as you create this filter.
- **Transfer to existing**—Select to transfer the filtered message into one of your existing mailboxes. Choose the mailbox using the button next to the field. When you click the button, you can select a mailbox from the Transfer menu.
- **Delete Message (transfer to Trash)**—Select to delete the message that satisfies the filter match conditions by transferring it to your Trash mailbox. This feature is useful for deleting unsolicited email.

TIP: If you frequently transfer messages to a certain mailbox manually, you may want to automate the process. First, open the mailbox, select a few representative messages, and select the Make Filter command from the Special menu. The Make Filter function then creates a filter that matches the messages and transfers them to the mailbox of your choice.

Make Filter dialog buttons

After you have set up your match conditions and filter action, click:

- **Create Filter** (the default button) to create the filter. The filter is added to the bottom of your filters list in the Filters window. The filter is available immediately and will act on messages that satisfy the conditions at the next mail check, mail send, or selection of the “Filter Messages” command from the Special menu.
- **Add Details** to create your filter and also open the Filters window. There, you can add additional information to specialize your new filter. The filter is added to the bottom of your filters list and is immediately available in the form in which it was set up in the Make Filter dialog. Any changes you make in the Filters window must be saved before they become effective. See the following section “Detailed Filters with the Filters Window” for more information on the Filters window.
- **Cancel** to cancel the filter if you change your mind. The filter is cancelled and your changes are not saved.

Detailed Filters with the Filters Window

In the Make Filter dialog, discussed previously, you can create quick, simple filters that perform one operation—a mail transfer—based on one match condition—a piece of header information. The Filters window lets you create more complex, powerful filters that use multiple match conditions and perform multiple filter actions. Also, you can use the Filters window to create simple filters such as those created by the Make Filter command.

NOTE: Filters are executed in the order that they appear in the filters window. You can drag and drop filters to reorder them.

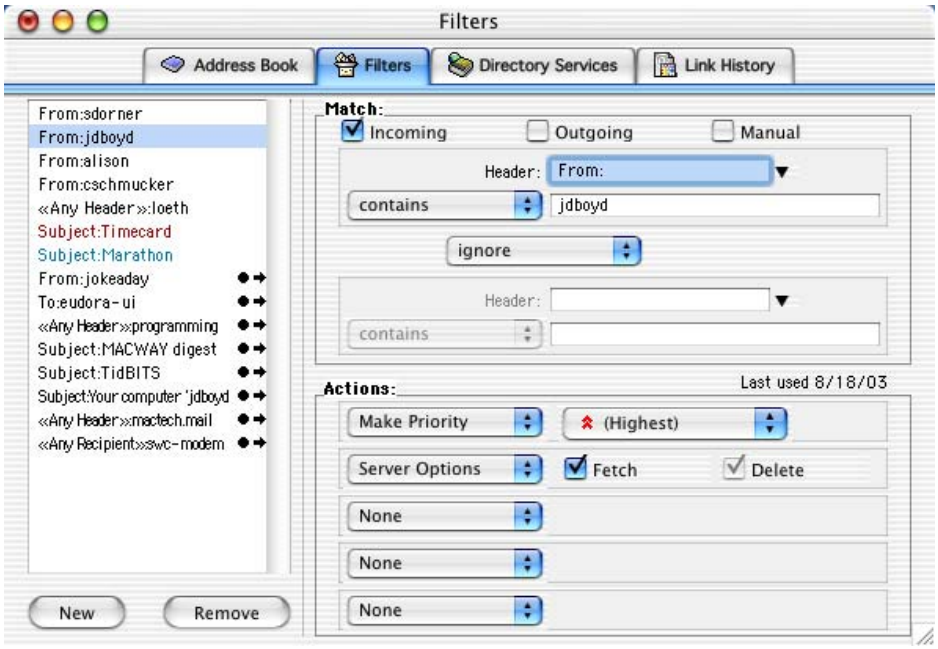
To open the Filters window to create or modify a filter

1. From the Window menu, choose **Filters** or click the Filters window’s tab if it is part of a visible tabbed window group.

   The Filters window appears, and any filters you have created are listed on the left.

   For more information on how to manipulate the Filters window alone and as part of a tabbed window, see Managing Windows in Eudora on page 224.

Filters window with an example filter



2. To add a new filter, click **New** or to modify a filter, click an existing filter to select it.
3. Select the options for how you want the filter to be used: as an automatic filter to be invoked on any Incoming and/or Outgoing mail, and as a Manual filter that can be invoked when you choose **Filter Messages** from the Special menu. Any combination of these options works.
4. Define the criteria for the filter: use the header item popup lists and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible. For detains, see Filter Criteria – The Match Area (Filters Window) on page 179.
5. Define the action(s) to be taken on messages that fit the criteria. For details, see Filter Actions on page 182.
6. To save the filter, from the File menu, choose **Save** or by closing the Filters window and clicking the **Save** button in the alert.

Filters are automatically named based on the first term of the criteria for the filter. You can reorder them by dragging a filter up or down in the list. You can reorder your filters to indicate in what order you want your messages filtered, and grouping your filters will make them easier to find.

NOTE: When reordering filters, remember that filters function from top to bottom. The message will obey the first filter it encounters that fulfills its criteria. If a filter is created for other criteria in this message and is placed below the initial filter, the second filter will be ignored. For example, lets say you set up the first filter to transfer messages from your boss to a certain mailbox. You set up another filter to transfer any messages concerning an important project (in the Subject field) to another mailbox. If you receive a message from your boss with the project's name in the Subject field, the message will go to the mailbox that your boss' messages reside instead of the project's mailbox.

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter's criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a *Transfer* or *Skip Rest* action is done, nothing else is done with that message, and the next message is filtered.

Actions also function from top to bottom. If a message's criteria does not match the first action, the action is skipped and the next one is invoked. Only a *Transfer* or a *Skip Rest* action completes the filter's function. A *Transfer to* implies a *Skip Rest*.

You can change the width of the filters list to create more or less space for your list. To do this, put the mouse pointer over the separator line to the right of the list until the pointer changes to a splitter cursor, then press and hold down the mouse button and drag the line to the left or right.

Eudora places a small icon to the left of the filter in the list for some action you have selected for that filter. These icons may be of different shapes, and they represent certain actions you selected for this filter. Icons appearing to the right include the bullet, indicating a Skip Rest (don't filter this message any further); the right arrow, indicating a Transfer action; and the right double-arrow, indicating a Copy action. Icons appearing to the left include the dinosaur, which indicates that the filter has not been active for 30 days and may not be needed anymore. Also, if the filter name is shown in color, it means you have chosen a "Make Label" action in that filter and have selected that label color for the action.

Filter Criteria – The Match Area (Filters Window)

NOTE: See the section the Quick and Simple Filters with the Make Filter Command on page 173 for details on the use of the Incoming, Outgoing, and Manual checkboxes in the Filters window Match area.

Each filter can use one or two “terms” as its criteria, connecting them as appropriate with the conjunction popup.

Header—Use this field to specify which message header items you want the filter to search. You can choose an option from the popup menu or enter one yourself (this is helpful if you want to use a header item that does not appear on the menu, such as X-Priority).

The selections are as follows:

- To:
- Cc:
- From:
- Subject:
- Reply-To:
- «Any Recipient»
- «Any Header»
- «Junk Score»
- «Body»
- «Personality»

The «Any Recipient» option searches all possible recipient items (To:, Cc:, Bcc:); the «Any Header» option searches all message headers (including hidden headers that are shown with the BLAH BLAH BLAH option); the «Body» option searches the message body; and the «Personality» option searches the name of the personality associated with the message.

Use the *Match Type* popup to control how the header item is matched with the text string in the text field.

It’s better that you keep the contents of all fields as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

Carefully check the header you’re looking at in the match area of the filter.

The match options are as follows:

contains or **does not contain**—If the specified header item contains or does not contain the text string, filter the message. It allows other text to surround the text string. Using “contains” makes it easier to make a filter match.

is or **is not**—If the specified header item is or is not a complete match of the text string, filter the message.

starts with or **ends with**—If the specified header item starts with or ends with the text string, filter the message. The *starts with* item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or **does not appear**—If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname—The header field is broken into addresses that are matched against the addresses and nicknames in the specified nickname, if so, filter the message. The user name and mail host name must exactly match one of the nickname addresses.

Type the text string that you want the filter to search for into the text fields.

Be sure not to enter a header label in the text field as part of the text string (e.g., To:, From:, Bcc:). For example, to filter all messages from Bob, do not enter “From: Bob” in the text field. Rather, choose ”From:” in the Header field, and enter simply “Bob” in the text field.

doesn’t intersect nickname—If the text string is not included in a nickname, whether it is a full address or a nickname within the nickname, filter the message.

intersects address book—If the text string or nickname is included in any one of your address books, whether it is a full address or a nickname within the nickname, filter the message. In other words, the filter looks in all of your address books for all nicknames. If the nickname that appears in the header of the message is in the address book, Eudora filters the message accordingly. This match criterion is good to use if you wish all messages that are not from the entries in your address book to go in other mailboxes. This is an alternate method to control SPAM.

doesn’t intersect address book—If the text string or nickname is not included in an address book, whether it is a full address or a nickname within the nickname, filter the message.

matches regular expression—If the specific item matches the regular expressions characters with case insensitivity, filter those messages.

Regular Expressions is an advanced and complex method of searching for text. For more information, see Regular Expressions (Sponsored and Paid modes only) on page 218.

Regular Expression is a search string that uses special characters to match text characters. For example, if you are filtering messages sent to you by two people, choose From in the first drop-down options list, then choose matches regular expression. Then type their usernames between parentheses separated by a vertical slash, for example (bobclark)|(janedoe)in the text box. Eudora filters all messages from these two people. For more information on regular expressions, refer to the following Web site URL http://regular-expressions.info.

is greater than—If *Junk Score* is selected in the Header field, filter the message if the junk score is greater than the score you enter in the following field. For information about Junk scoring, see Junk Mail (Paid mode only) on page 332.

is less than—If *Junk Score* is selected in the Header field, filter the message if the junk score is less than the score you enter in the following field.

Use the conjunction popup to link the two terms. The conjunction options are as follows:

ignore—Ignore the second term; if the message matches the first term, filter the message.

and—If the message matches both the first and second terms, filter it.

or—If the message matches either term, filter it.

unless—If the message matches the first term, filter it unless the message also matches the second term, in which case do not filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

All messages that match the filter criteria are acted on as specified with the Actions popups. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message. For example, “Copy To” can be used twice, but “Transfer To” cannot.

The Actions options are as follows:

None—No action.

Make Status—Assigns the selected status to messages.

Make Priority—Assigns the selected priority level to messages. If you select a specific level, messages are set to that priority. If you select Raise or Lower, messages are raised or lowered one priority level (if possible) based on their pre-filter level.

Make Label (Sponsored and Paid modes only)—Assigns the selected label to messages. Label colors and names for Macintosh labels (1 through 7) are set in the Finder's Preferences dialog from the Edit menu on Mac OS 8.x systems, or in the Macintosh Labels control panel on System 7.x machines. Label colors and names for the Eudora labels (8 through 15) are set in the Eudora Labels settings in Settings from the Special menu. See Eudora Labels on page 349.

Make Personality (Sponsored and Paid modes only)—Assigns the selected personality to messages. This action is intended mainly for incoming messages. When you receive an incoming message that is filtered with this action, then any response you initiate to this message from then on will be from the assigned personality, until you either change the personality associated with the incoming message, or change the personality associated with the individual response. For more information, see Using Alternate Email Accounts on page 82.

> **NOTE:** You can use the Make Personality filter action on outgoing messages. But since filters are run after the mail is sent, only the copies of your message are assigned the new personality; the original message is sent under the unchanged personality.

Make Subject—Assigns the new subject to messages. If you choose this option, the entire subject of the message is replaced with the new subject. Use the "&" symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering "New Subjectþ[was &]" results in "New Subjectþ[was Old Subject]".

Play Sound (Sponsored and Paid modes only)—Plays the selected sound when messages are received.

Speak (Sponsored and Paid modes only)—When a message is received that matches the filter criteria, your Macintosh "speaks" in the selected voice the name of the message's sender (Who) and/or the Subject.

> **NOTE:** You must have Speech Manager version 1.4 or higher installed in your system Extensions folder and enabled in order for this filter action to be available and to work.

Open (Sponsored and Paid modes only)—Opens the mailbox and/or message when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print (Sponsored and Paid modes only)—Prints one copy of each message.

Notify User—Notifies you **"**As normal" and/or "In report" when messages are received. The "As normal" option notifies you based on the options you have selected in the Getting Attention settings in Settings from the Special menu (see Getting Attention on page 356). The "In report" option notifies you by displaying a filter report that details what filter actions have been performed.

Forward To (Sponsored and Paid modes only)—Forwards messages to the specified email address(es). Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

> **NOTE:** Eudora will not redirect/reply/forward if the received message is *Precedence:bulk* or *Precedence:list* header. This avoids a mail loop.

Redirect To (Sponsored and Paid modes only)—Redirects messages to the specified email address(es). Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply With—Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages.

> **TIP:** You can use this action to reply to specific senders with stationery telling them that you are on vacation: "I'm out till the 10th. I'll reply to your message when I get back." For more details, see Creating an Auto-Reply (Sponsored and Paid modes only) on page 185.

Server Options (Sponsored and Paid modes only)—Sets the message's server action to "Fetch" and/or "Delete." See Managing Your Mail on the POP Server on page 98.

Copy To—Copies messages to the selected mailbox.

Transfer To—Transfers messages to the selected mailbox.

Junk—Transfers messages to the junk mailbox and sets the message junk score to 100%.

Move Attachments—When a message is received that matches the filter criteria, it places any attachments received with that message into a folder you specify, rather than placing them in the default Attachment Folder as set in the Attachments settings (see Attachments on page 338). A standard folder dialog appears that lets you choose where the attachment files are to reside for this filter.

TIP: You can use this action to separate incoming attachments by personality. You can move different attachments into different folders based on the personality that receives them.

Skip Rest—This means “skip the rest of the filters in the filters list, after this one.” Stops filtering for the message (the message is not matched to the rest of the filters in the filters list).

The **Last used** field displays the date the filter was last used on a message. This, along with the dinosaur icon (not used for 30 days), helps you identify filters that are no longer useful and can be safely deleted.

Creating an Auto-Reply (Sponsored and Paid modes only)

You can create an email message that can be sent to people automatically when you are on vacation or away from your computer. This message is called an auto-reply. You create an auto-reply by using Eudora’s stationery and filter functions.

Eudora will not redirect/reply/forward if the received message is *Precedence:bulk* or *Precedence:list* header. This avoids a mail loop. Also, Eudora must be left running, and the Save Password function must be active.

Before you create the auto-reply, make sure that the “Check for mail every _ minutes” (the value you enter must be greater than 0) and “Send on check options” are turned on in the Checking Mail options dialog. See Checking Mail on page 322.

Also, make sure you have entered your incoming mail server’s password for your current session or have Eudora save your password.

To create an auto-reply

1. Write your auto-reply message using Eudora's Stationery functions. Once the auto-reply message is written, name and save it as stationery. See Using Stationery (Sponsored and Paid modes only) on page 76.
2. From the Window menu, choose **Filters**.

   The Filters window appears.
3. In the Match section, choose a header from the Header popup. Select a header that matches the header in the messages to whom you want to send your auto-reply. <<Any Recipient>> is the most common for an auto-reply.

   WARNING: If you choose <<Any Recipient>>, all recipients including mailing list you subscribe to will receive your auto-reply.

   For example, to set an auto-reply only to messages sent to your user name, just select <<Any Recipient>> then choose **contains**. In the text box, enter your user name. You can match others as well, but it may cause a large number of messages to be auto-replied to.
4. In the Action section, choose **Reply with** in the first popup.
5. In the text box to the right of the first popup, enter the name of the stationery.
6. Click **OK**.

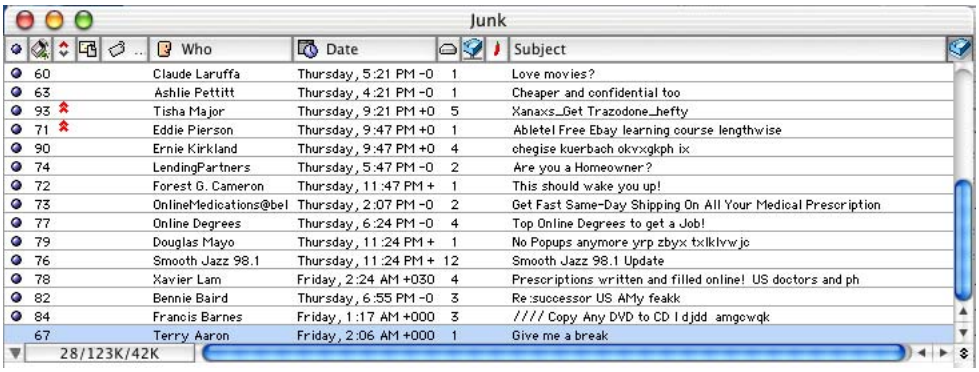
   The stationery message you created will be sent to the people you indicated in this filter.

WARNING: Remember to delete this filter when you want your auto-reply message to stop. Also, if you are gone for an extended period of time, it would be better to set up an auto-reply on the server. Ask your email administrator or ISP for more information.

Using the Junk Mail Filter for Incoming Messages (Paid mode only)

Once you install Eudora, Eudora will ask you if you want to install a new mailbox called **Junk** to hold junk email messages (spam). The Junk mailbox appears in your mailbox list. The Junk mailbox is a special mailbox like the In, Out, and Trash mailboxes. It cannot be deleted or renamed.

sample Junk mailbox


Junk
Who
Date
Subject
60 Claude Laruffa Thursday, 5:21 PM -0 1 Love movies?
63 Ashlie Pettitt Thursday, 4:21 PM -0 1 Cheaper and confidential too
93 Tisha Major Thursday, 9:21 PM +0 5 Xanaxs_Get Trazodone_hefty
71 Eddie Pierson Thursday, 9:47 PM +0 1 Ableteł Free Ebay learning course lengthwise
90 Ernie Kirkland Thursday, 9:47 PM +0 4 chegise kuerbach okvxgkph ix
74 LendingPartners Thursday, 5:47 PM -0 2 Are you a Homeowner?
72 Forest G. Cameron Thursday, 11:47 PM + 1 This should wake you up!
73 OnlineMedications@bel Thursday, 2:07 PM -0 2 Get Fast Same-Day Shipping On All Your Medical Prescription
77 Online Degrees Thursday, 6:24 PM -0 4 Top Online Degrees to get a Job!
79 Douglas Mayo Thursday, 11:24 PM + 1 No Popups anymore yrp zbyx txlklvwjc
76 Smooth Jazz 98.1 Thursday, 11:24 PM + 12 Smooth Jazz 98.1 Update
78 Xavier Lam Friday, 2:24 AM +030 4 Prescriptions written and filled online! US doctors and ph
82 Bennie Baird Thursday, 6:55 PM -0 3 Re:succesor US AMy feakk
84 Francis Barnes Friday, 1:17 AM +000 3 //// Copy Any DVD to CD ! djdd amgcwqk
67 Terry Aaron Friday, 2:06 AM +000 1 Give me a break
28/123K/42K

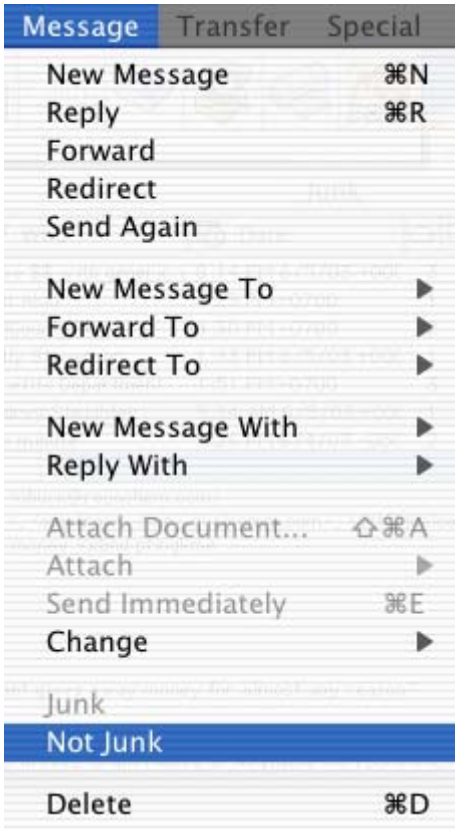
When you check for mail, Eudora recognizes which incoming messages are junk, and those messages are filtered into the Junk mailbox. Your incoming mail goes through the Junk filter before any other filter you may have set up. After a certain number of days (30 days is the default), Eudora automatically deletes these messages.

Occasionally, Eudora may think a message is junk when it is not.

To manage messages in the Junk mailbox that are not junk

1. Scan the messages in the Junk mailbox and select and highlight those that you consider not junk mail.
2. From the Message menu, choose **Not Junk**.

Message menu with Not Junk option selected



By choosing the Not Junk *command, the messages you selected are automatically filtered to go to the designated mailboxes you have previously set up.*

NOTE: With time, Eudora learns which messages you deem not junk and filters them to your designated mailboxes automatically.

Conversely, if you find Junk mail in your other mailboxes, just choose **Junk** from the Message menu, and these messages are transferred to the Junk mailbox. Over time, Eudora eventually learns to recognize these messages as junk and filter them into the Junk mailbox.

Sorting Messages

When you check your mail and new messages come in to your In box, or are filtered out of the In box and into other mailboxes, the new messages are placed in their mailboxes in the order in which they arrive. By default, these new messages are added to the bottom of the message summary list in the mailbox window. Note that this is not necessarily strict date order, since occasionally messages may arrive out of date order.

Similarly, when you transfer messages to another mailbox, then by default those messages are added to the bottom of the message summary list in that mailbox.

You can sort the messages in any open mailbox to organize them in order according to one of the column attributes (such as Date).

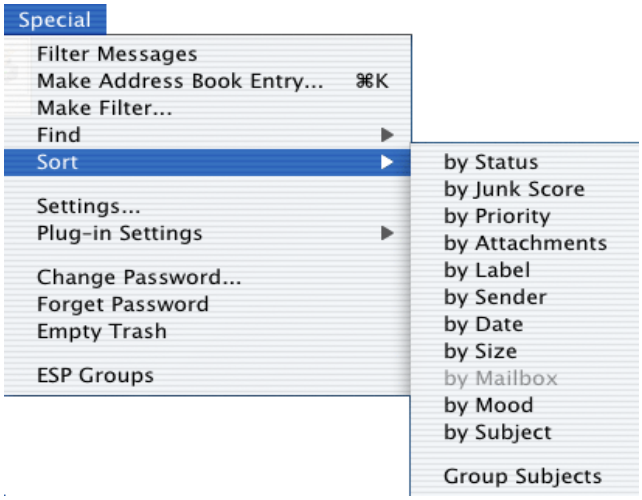
To sort the messages in an open mailbox window

1. From the Special menu, choose **Sort**.

   The Sort submenu appears.

2. Choose the name of the column you want the messages sorted by.

Special menu and Sort submenu



You can perform complex sorting by holding down the Shift key and sorting by another mailbox column. The original sort remains intact, but it is now grouped with the new selection. For example, if the mailbox is sorted by Sender with each group of messages in order by Date, and then you hold down the Shift key and sort by Size, the messages are still grouped by Sender but the groups are now in order by Size.

The normal sort order is ascending, which means from bottom to top. Ascending Date order, for example, means that the newest messages are at the bottom and the oldest messages are at the top. To sort in descending order—top to bottom—hold down the Option key and select a sort option from the Sort Descending submenu under the Special menu.

To keep messages with the same Subject together all the time

1. From the Special menu, choose **Sort**.

   The Sort submenu appears.

2. From the Sort submenu, choose **Group Subjects**. If this is checked, messages with the same Subject, for example, conversational “threads,” including replies, are kept together in the mailbox regardless of whether you sort by Date, Sender, etc. A bullet next to the Subject column heading tells you that the Group Subjects option is active.

Sorting by a column makes the column’s heading button look pressed. Incoming mail that arrives in a mailbox with a (pressed in column heading button is automatically sorted by that column, subject to the restrictions above. For example, if a mailbox is sorted by Sender and a new message comes in from Bob, it will be grouped with other messages from Bob.

NOTE: Click once on a column heading button to sort the messages in that mailbox by that column and also turn *on* automatic sorting by that column for new messages that come into the mailbox. Click the button twice to sort the column but turn *off* automatic sorting by that column for new messages that come into the mailbox.

Using the Content Concentrator

(Sponsored and Paid modes only)

This feature allows you to group threaded messages and view them all at once in the preview pane of a mailbox and trims redundant headers and text from the previewed messages. Threaded messages are messages you receive that were either sent, forwarded, or redirected to you concerning the same subject.

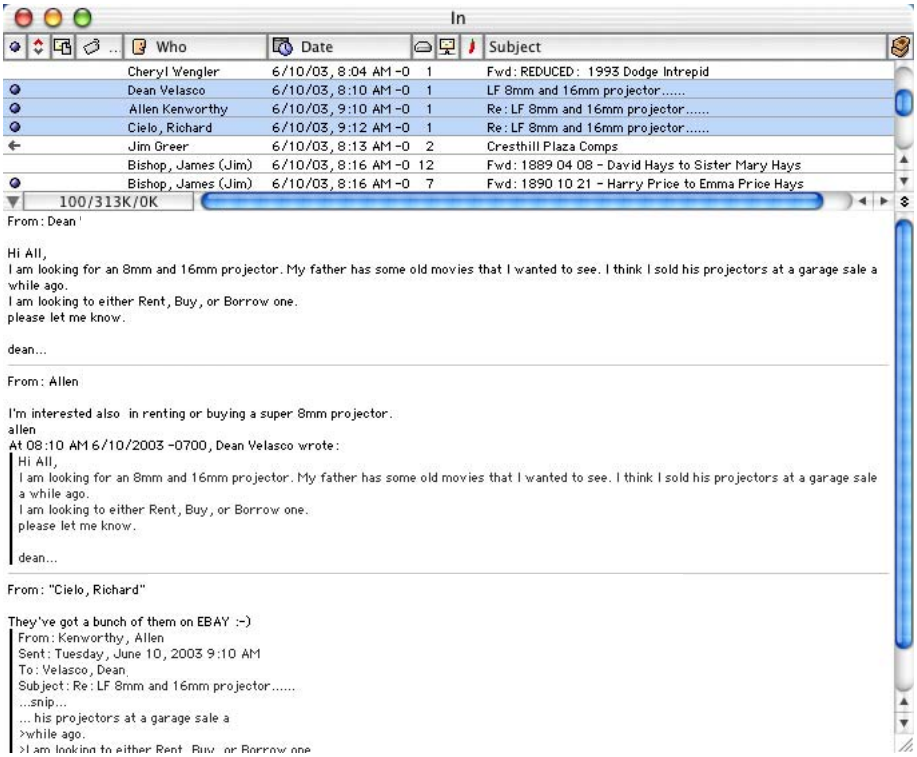
To group threaded messages and view them in the preview pane

1. In the selected mailbox, select and highlight the message you want to group.
2. Press the Option key and click on the message.

   NOTE: You can group messages in two ways, by sender or by subject. Click the sender’s name or subject when pressing the Option key. The messages are grouped by sender or by subject.

   All messages that are threaded to the selected message appear together.

Grouped threaded messages (by subject)


In
Who
Date
Subject
Cheryl Wengler 6/10/03, 8:04 AM -0 1 Fwd: REDUCED: 1993 Dodge Intrepid
Dean Velasco 6/10/03, 8:10 AM -0 1 LF 8mm and 16mm projector.....
Allen Kenworthy 6/10/03, 9:10 AM -0 1 Re: LF 8mm and 16mm projector.....
Cielo, Richard 6/10/03, 9:12 AM -0 1 Re: LF 8mm and 16mm projector.....
Jim Greer 6/10/03, 8:13 AM -0 2 Cresthill Plaza Comps
Bishop, James (Jim) 6/10/03, 8:16 AM -0 12 Fwd: 1889 04 08 - David Hays to Sister Mary Hays
Bishop, James (Jim) 6/10/03, 8:16 AM -0 7 Fwd: 1890 10 21 - Harry Price to Emma Price Hays
100/313K/0K
From: Dean '
Hi All,
I am looking for an 8mm and 16mm projector. My father has some old movies that I wanted to see. I think I sold his projectors at a garage sale a while ago.
I am looking to either Rent, Buy, or Borrow one.
please let me know.
dean...
From: Allen
I'm interested also in renting or buying a super 8mm projector.
allen
At 08:10 AM 6/10/2003 -0700, Dean Velasco wrote:
Hi All,
I am looking for an 8mm and 16mm projector. My father has some old movies that I wanted to see. I think I sold his projectors at a garage sale a while ago.
I am looking to either Rent, Buy, or Borrow one.
please let me know.
dean...
From: "Cielo, Richard"
They've got a bunch of them on EBAY :-)
From: Kenworthy, Allen
Sent: Tuesday, June 10, 2003 9:10 AM
To: Velasco, Dean
Subject: Re: LF 8mm and 16mm projector.....
...snip...
... his projectors at a garage sale a
>while ago.

All the highlighted messages in the thread appear with abbreviated headers in the preview pane.

NOTE: The messages appear concentrated as a single message in the preview pane.

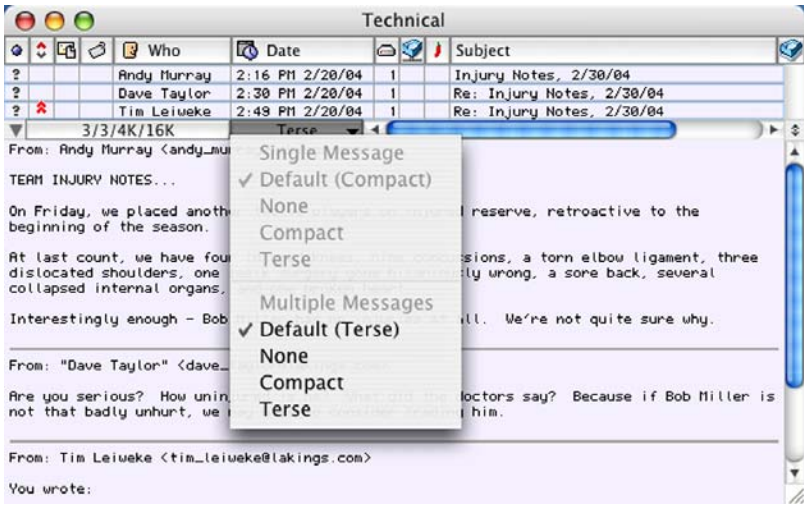
Content Concentrator also allows you to change the level of concentration right from the preview pane. Instead of setting the level of concentration in your Eudora Settings, you can now change the level for each mailbox.

To change the Content Concentrator from the Preview Pane

1. Click the Content Concentrator button directly above the Preview Pane in the middle of the mailbox.

   A contextual menu appears.

Contextual Concentrator menu



2. Choose one of the options from the contextual menu. If a single message is highlighted, the default is **Compact**. If multiple messages are highlighted, the default is **Terse**.

   Following are the options:

   - **None** - This turns off Content Concentrator. There is no change in the message format.
   - **Compact** - Message is truncated; that is, excess headers and text are removed and replaced with ellipses and a snip indicator. Only the To:, From:, Subject:, and CC: headers appear in the message.
   - **Terse** - Message is truncated further; only the From: field of the header appears in the message and the concentrated body of the message.

For information on the Content Concentrator settings, see Content Concentrator (Sponsored and Paid modes only) on page 336.

Saving a Message to a File

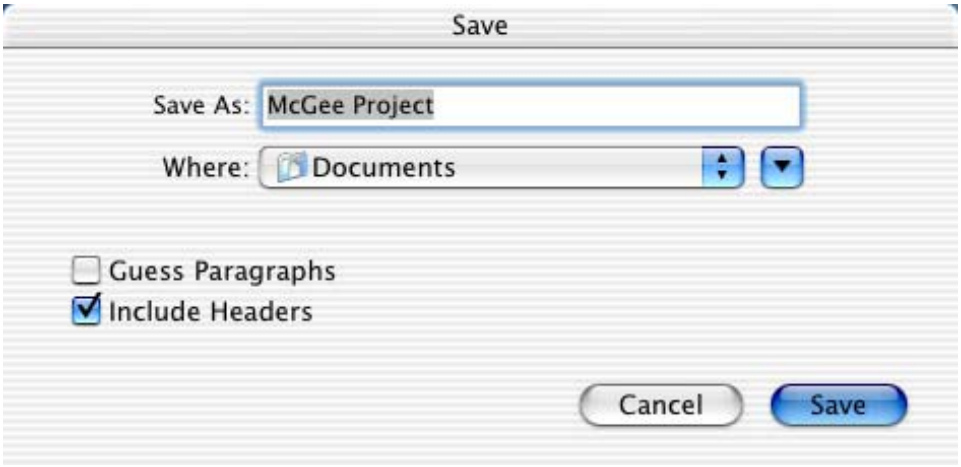
You can save one or more messages (incoming or outgoing) to a separate text file on your computer.

To save a message to a file

1. Open or select the messages(s) you want to save to text.
2. From the File menu, choose **Save As**.

The Save As dialog appears, letting you choose a name and location for the file.

Save As dialog (incoming messages)



NOTE: If you are saving messages from your Out box, the Stationery option and the Go To Stationery Folder button also appear in this dialog.

3. Enter the name you want to give the text file, and select the appropriate options.

   - **Guess Paragraphs**— Removes extraneous carriage returns from each message leaving returns only at the ends of paragraphs, and also converts multiple spaces into tabs.
   - **Include Headers**— Retains each message's header information in the saved document. If this is not checked, only the body of each message is saved.
   - **Stationery**— Saves the outgoing message(s) as a stationery file. Clicking Stationery deactivates the other two checkboxes (regardless of their settings) and activates the "Go To Stationery Folder" button. Click Go To Stationery Folder to save the stationery file in your Stationery Folder, normally kept in your Eudora Folder (under your System or Documents Folder). See Using Stationery (Sponsored and Paid modes only) on page 76 for more details.

4. Once you have made all of your choices, click the **Save** button.

NOTE: If an unread ( ) incoming message is saved to a file, its status changes to Read (blank), regardless of whether the message was opened.

If you select multiple messages from a mailbox window and choose "Save As" from the File menu, all of the messages are saved to a single file. (If you save multiple Out box messages to a stationery file, you may need to edit the file by removing extraneous headers and other text from the stationery template.)

Choosing an Application for Saved Messages

When you save a message to a file using the “Save As” command from the File menu, the new text file is formatted as basic ASCII text in a Macintosh document. The document type is determined by the program you select using the “TEXT files belong to” option in the Attachments settings.

NOTE: Out box messages saved to a stationery file are saved in Eudora format and are not affected by this setting.

To specify the application to use for saved messages

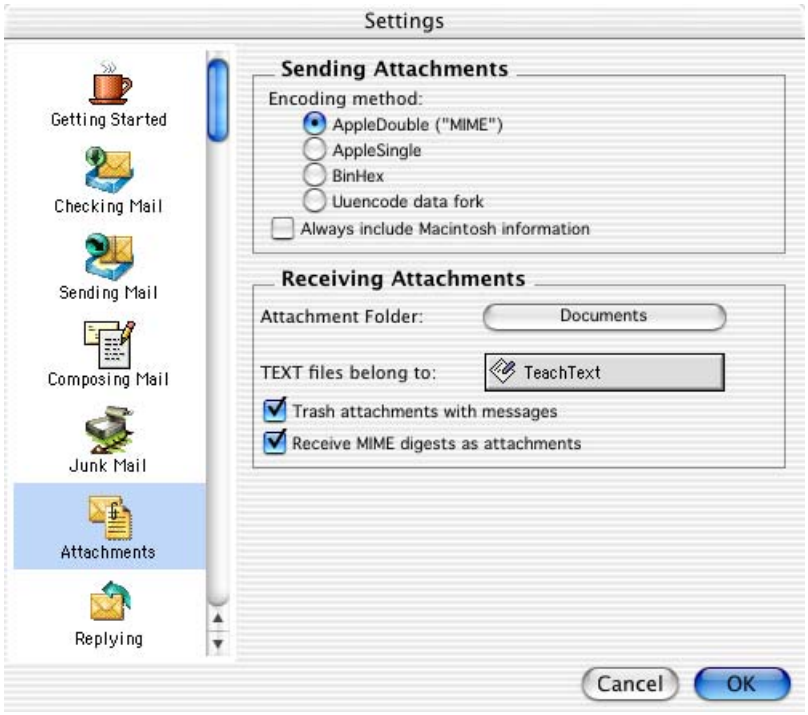
1. From the Special menu, choose **Settings**.
2. Scroll through the Settings category icons and choose **Attachments**.

   The Attachments settings dialog appears.
3. In the *TEXT files belong to* option near the bottom of the settings dialog, click the button.

   A standard file dialog appears.
4. Using this dialog, search through your disk to locate the desired application (probably your favorite word processing program).
5. Select the application and then click **Open**.

   The selected application appears in the TEXT files belong to button*, as shown in the following figure.*

Attachments settings dialog showing the selected application



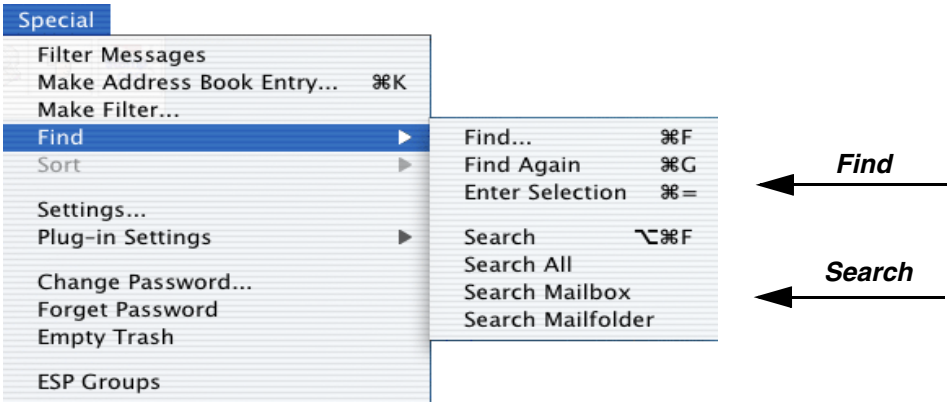
Finding and Searching

NOTE: If you are operating Eudora in Light mode, you will have limited functionality when using Eudora's Finding and Searching features.

In Eudora, performing a *Find* operation means searching for a word, a phrase, or any other string of text in an open message window or other single window that is currently on top. To perform a Find, you use the Find commands under the Find submenu from the Special menu. You also optionally use the Find dialog.

Performing a *Search* operation means searching through some or all of your mailboxes and mail folders for messages that satisfy a certain search criteria. The result is one or more messages containing the information you are looking for, or having certain characteristics you are looking for (such as being sent later than a certain date). To perform a Search, you use the Search commands under the Find submenu from the Special menu, and you use a Search window.

Special menu displaying the Find submenu



Finding Text in the Current Window

Using the commands found under the Find submenu, you can find a word or a string of text in any of the following windows, provided that window is currently open and on top:

- Message window (incoming or outgoing)

- Text document window
- Signature file window
- Stationery message window
- Mailbox window (message summaries and preview pane)
- Search window (Mailboxes pane, and Results pane following a successful search)
- Tool windows (from the Window menu):
  - Address Book
  - Directory Services window
  - Filters window
  - Mailboxes window
  - Personalities window
  - Signatures window
  - Stationery window

You can find additional occurrences of the same word or text string in the current window by choosing the Find Again command in the Find submenu.

You can change the text to be found “on the fly,” using a selected word or text string, so that you can continue looking for different text in the same window. Just choose Enter Selection from the Find submenu.

You use the Find dialog and the Find submenu commands to perform these operations. The Find commands each have keyboard shortcuts that make finding text in an active window quick and convenient.

Finding a Word or Text String in the Current Window

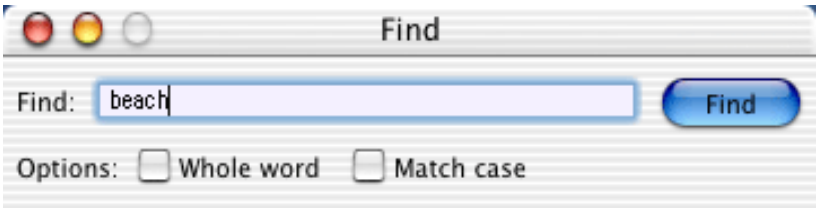
To find a word or text string in the current window

1. Open the window in which you want to find the text.
2. From the Special menu, choose **Find** or press Command+F.

   The Find submenu appears.
3. From the Find submenu, choose **Find**.

The Find dialog appears.

Find dialog with sample text



4. In the Find: field, type the text you want to find.
5. To find text as a complete word instead of part of another word, click **Whole word**. For example, if you're looking for the word "guard," "guard" would be accepted but the word "guardian" would be rejected.
6. If you want an exact match of uppercase and lowercase letters, click **Match case**. For example, if you're looking for the word "PureVoice," the Match case option would reject the word "purevoice."
7. Once you've entered the text string and set your options, click **Find** in the dialog.

Eudora looks for the first (or next) instance of your specified text in the currently open window, beginning at the current insertion point. If a match is found, the text is highlighted and the window is scrolled to that text if necessary. If no match is found, the "not found" alert appears.

Finding the Next Occurrence of Text (Find Again)

You can use the *Find Again* command to find the next occurrence of a word either in an open message or in a message summary in an open mailbox.

To find the next occurrence of a word within an open message or mailbox

1. Open the window or mailbox in which you want to find the text, or bring it to the front of all windows.
2. From the Special menu, choose **Find**.

   The Find submenu appears.
3. To enter text, choose **Find**.

   The Find dialog appears.
4. To find the same text, choose **Find Again** from the Find submenu or press Command+G.

Eudora looks for the next occurrence of the specified text in the currently open window. If a match is found, the text is highlighted and the window is scrolled to that selection if necessary. If no match is found, the “not found” alert appears.

You can keep choosing Find Again or pressing Command+G to find additional occurrences of the text in the current window or mailbox. When Eudora reaches the end of the window or mailbox, it will wrap to the beginning of the window to continue looking for the text.

You can also keep looking for additional occurrences of the text in the current window by repeatedly clicking the Find button in the open Find dialog.

NOTE: When you close the Find dialog, its contents are saved until you quit Eudora.

Changing the Find String to the Selected Text (Enter Selection)

You can change the text you’re looking for without opening the Find dialog or bringing it to the front.

To change the text

1. In any open Eudora window, select the text you want to use for your Find operation.
2. From the Special menu, choose **Find** then **Enter Selection** or press the Command+= shortcut.

   The selected text is entered into the Find field of the Find dialog replacing any text that is already there. This operation is performed whether the Find dialog is currently closed or open.
3. If the window in which you want to find the text is not already the on the top window, bring it to the front now (or open it).
4. Click **Find** in the Find dialog if it’s open, or from the Special menu, choose **Find** then **Find Again** (Command+G).

Eudora looks for the next occurrence of your *new* text in the currently open window. If a match is found, the text is highlighted and the window is scrolled to that selection if necessary. If no match is found, the “not found” alert appears.

You can keep changing the text to be found so you can look for different items in the same window without having to open the Find dialog or bring it to the front. The shortcuts prove especially handy for rapid finding.

NOTE: The *Enter Selection* command does not change the *Whole word* and *Match case* settings in the Find dialog. If you want to change those options for your next Find, you must make those changes directly in the Find dialog.

Stopping a Find

Although Find operations are usually so fast that you likely won't have time to stop it, if you ever need to stop a Find, press the **esc** key (Escape), or press Command+. (period).

Text Considered in a Find Operation

When you use the *Find* or *Find Again* command in a current window, Eudora looks through the following text depending on what kind of window it is.

- Message window — All visible header text and all body text in an incoming message. All header and body text in an outgoing message. (To look for text in the normally hidden headers of an incoming message, turn on the "Blah Blah Blah" icon on the icon bar.)
- Text document window — All text in the window
- Signature file window — All text in the window (i.e., the contents of the signature file)
- Stationery message window — All text in the headers and body of the stationery message
- Mailbox window — If the cursor is currently in the message summary list, then all text in the Who and Subject columns of the message summaries. (Eudora highlights the entire message summary if the Find is successful.) If the message preview pane is visible, and a message is currently being previewed, and keyboard focus is currently in the preview pane, then all text in the headers and body of the message being previewed. (This discussion also applies to the results in the Results pane of the Search window following a successful search.)
- Tool windows (accessed from the Window menu):
  - Address Book — All text in all text fields of the Address Book: Nickname, Name, Postal Address, Phone, Fax, Address(es), Notes.
  - Directory Services window — All text in the results of a query (query results area of the window — but not the Enter query field).
  - Filters window — All text in the filters list and the text entry fields of each filter.

- Mailboxes window — All text in the names of all items (mailboxes and folders) in the window, including items in closed folders. Eudora will scroll down below the current scroll area if necessary. (This discussion also applies to the Mailboxes pane in the Search window.)
- Personalities window — All text in all personality names in the window
- Signatures window — All text in all signature file names in the window
- Stationery window — All text in all stationery file names in the window

NOTE: In some tool windows or tool window fields, a successful Find results in the target text being highlighted exactly. In other tool windows or fields, the entire name or line is highlighted.

Finding Messages in Mailboxes and Folders

You can search through any combination of your mailboxes and folders for all messages that contain a certain piece of information, either text or other items such as a particular priority, label, message status, attachment count, and much more.

You can search for a specific piece of information in all your mail or just search for a particular item that matches the criteria you set. For example, you can find that one bibliographic reference buried somewhere in tens of thousands of messages in hundreds of mailboxes just by knowing a word in the title, or you can look to gather together all messages sent to you since last Tuesday.

To search for a message, just set up the criteria by selecting options from the popup lists and by entering text.

NOTE: The default shortcut setting for finding messages is Option + Command + F. If you prefer to use Command + F (Find), from the Special menu, choose **Settings** then **Moving Around**. Turn on the “Exchange Find and Search menu command key” setting.

Basic Search Procedure

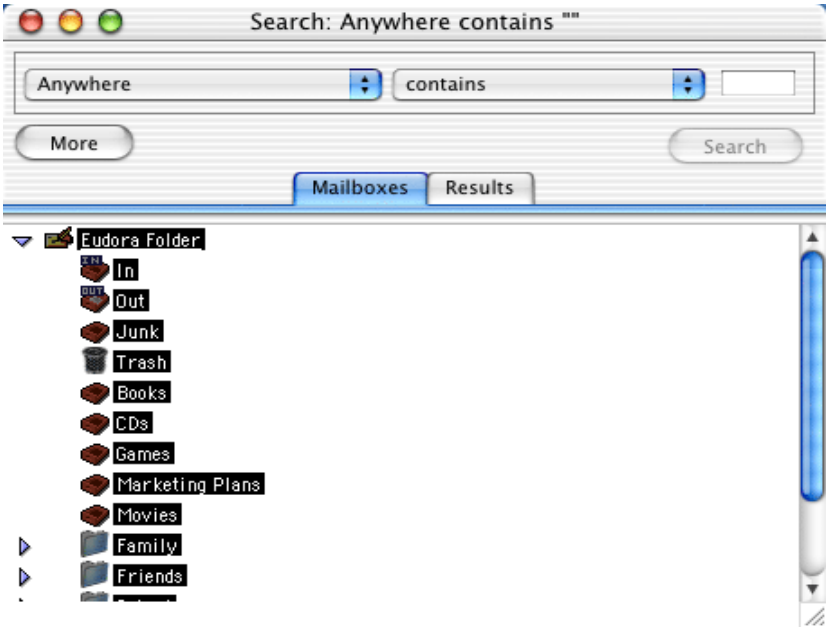
To search through your mailboxes and mail folders for one or more messages that contain the information you’re seeking:

To search

1. From the Special menu, choose **Find** then **Search**, or press Option+Command+F.

   The Search window appears.

   Default Search window (sample mailboxes)



2. Set the match conditions for your search. Click **More** if you want to specify additional conditions. Click **Fewer** to remove these additional conditions if you change your mind. (See Setting Up the Search Conditions on page 206.)

3. Set the additional conditions if you have them, and then specify whether all of the conditions must be matched or only one condition must be matched, by selecting **Match all** or **Match any** from the popup. (This popup appears only if you have multiple search conditions.)

4. In the Mailboxes tab, choose the mailboxes and folders in which you want to search. (Depending on how you invoke the search, some or all of your mailboxes may already be selected. If you use the Search All command, all of your mailboxes are automatically selected.) See Using the Mailboxes Pane on page 211 for more details.

5. After you finish setting up the criteria and choosing the mailboxes, click **Search**, or press **Return**. (The Search button changes to Stop once the search is underway.)

   Allow the search to continue to completion, or stop it at any time by clicking **Stop**, or by pressing **esc** (Escape) or Command+. (period) if the Search window is on top.

6. Examine the results in the Results pane, and work with the messages if desired. (For more details, see Working with the Search Results in the Results Pane on page 214.)
7. If you want to perform an additional search on the messages found so far, click **Search results**, change your search conditions to fit the new search, and click the **Search** button. Eudora will search only those messages that appear in the Results pane.
8. Continue as before, working with the new results if desired, performing additional searches on the results, or conducting new searches with new search conditions and/or mailboxes.
9. When you are finished, close the Search window.

NOTE: You can perform multiple searches at once. To do this, open a new Search window for each search operation from the Find submenu or press Command+Option+F. Each search runs separately.

Also, the Search command opens the Search window and selects all of your mailboxes in the Mailboxes pane. To perform this search, select some text in an open Eudora window and choose **Search All**, **Search Mailbox**, or **Search Mailfolder**. You can save the searches to review at a later time. See Saving a Search Results Window on page 217.)

Using the Search All Command

The Search All command gives you a quick way to search through all mailboxes using selected text.

1. In an open Eudora window, select the text that you want to search for.
2. From the Special menu, choose **Find** then **Search All**.

   The Search window appears.

Eudora performs a search for the selected text through all mailboxes. The Search window is opened, all of your mailboxes are selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (Anywhere contains <selected text>), and the search is performed. The results appear in the Results pane.

NOTE: If no text is selected when you choose **Search All**, the result is the same as with the Search command; that is, the Search window is opened, all of your mailboxes are selected in the Mailboxes pane, and Eudora waits for you to specify your search conditions.

Using the Search Mailbox Command

The Search Mailbox command gives you a quick way to search through a single mailbox.

1. With a message window or mailbox window open, from the Special menu, choose **Find then Search Mailbox**, or press Option+Command+F.
2. Set your match conditions and conduct the search as described under Basic Search Procedure on page 201.

When you choose Search Mailbox, the Search window is opened, and the current mailbox, the one containing the current message or the one corresponding to the current mailbox window, is selected in the Mailboxes pane. This lets you search through that mailbox only.

If you choose Search Mailbox while text is selected in a current message window, Eudora performs a search on that text, looking through that mailbox only. The Search window is opened, the mailbox is selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (“Anywhere” contains <selected text>), and the search is performed. The results appear in the Results pane.

NOTE: If you choose Search Mailbox while no message window or mailbox window is currently open, the Search window opens with all of your mailboxes selected in the Mailboxes pane.

Using the Search Mailfolder Command

The Search Mailfolder command gives you a quick way to search through a single mail folder:

1. With a message window or mailbox window currently open, from the Special menu, choose **Find then Search Mailfolder**, or press Option+Command+F.
2. Set your match conditions and conduct the search as described under Basic Search Procedure on page 201.

When you select Search Mailfolder, the Search window is opened, and the current mail folder, the one containing the current mailbox window, or the one containing the mailbox that contains the current message, is selected in the Mailboxes pane, along with all mailboxes and folders contained in that folder. This lets you search through the entire mail folder, and only that mail folder.

If you choose Search Mailfolder while text is currently selected in a current message window, Eudora performs a search on that text, looking through the current mail folder only. The Search window is opened, the mail folder is selected in the Mailboxes pane (along with all mailboxes and folders in that folder), the selected text is entered into the text field of the one search condition (“Anywhere” contains <selected text>), and the search is performed. The results appear in the Results pane.

NOTE: If you choose Search Mailfolder while a top-level mailbox is open (a mailbox directly under your Eudora Folder), or while a message from such a mailbox is open, then the Search window opens with your Eudora Folder and all of its contents are selected in the Mailboxes pane.

If you choose Search Mailfolder while no message window or mailbox window is open, the Search window opens with all of your mailboxes and folders selected in the Mailboxes pane.

Using the Enter Selection Command with Search

The Enter Selection command can also be used with the Search feature. You use it to change the search text in the Search window, also behind the scenes.

To use the Enter Selection command

1. With the Search window closed, select any word or text string in an open window in Eudora.
2. From the Special menu, choose **Find then Enter Selection**, or press the Command+= shortcut.

The selected text is automatically inserted into the text field of the first search condition in the Search window (“Anywhere” contains <selected text>). Now when you open the Search window using any of the Search functions (Search, Search All, Search Mailbox, or Search Mailfolder), the text will be available for performing your search.

Text you enter in the Search window using the Enter Selection command remains in the Search window even after you close it. However, you can type over the text to change it.

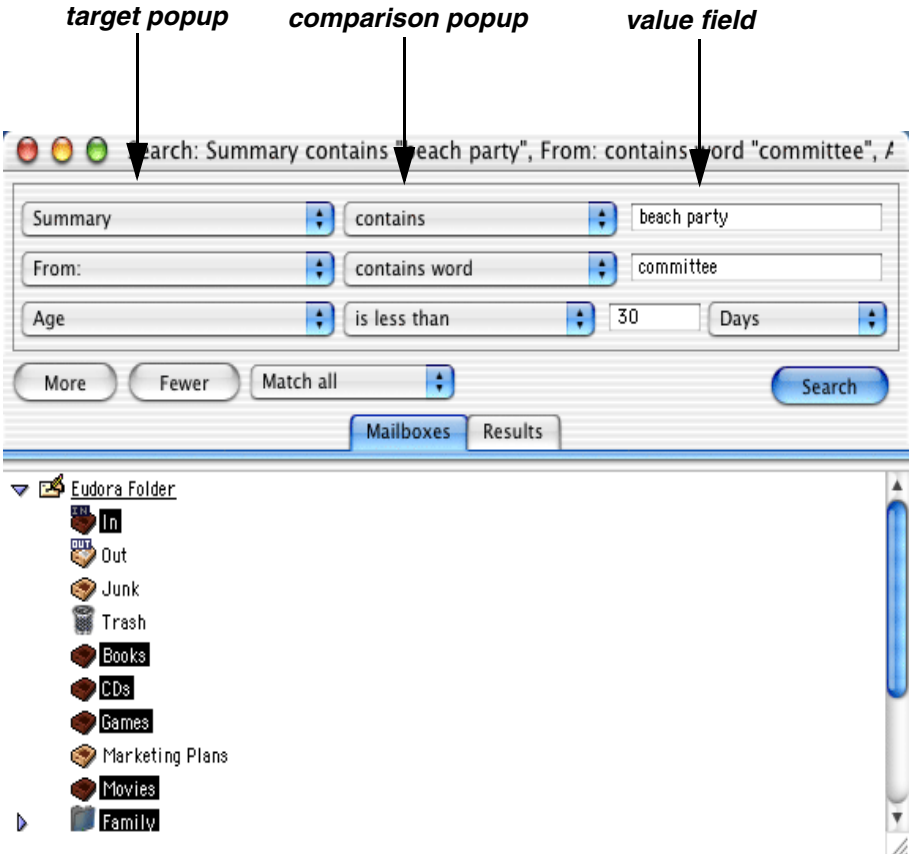
The next time you perform a search (by choosing **Search All**, **Search Mailbox**, or **Search Mailfolder** while text is selected in an open window), the text you entered with the Enter Selection command is replaced with the text selected for the Turbo Search.

NOTE: When you choose **Enter Selection**, the selected text is automatically inserted into both the Find dialog (Find field) and the Search window (text field of first search condition). In this way, you can use the same text for both a Find and a Search.

Setting Up the Search Conditions

The following figure below shows a sample Search window set up to perform a search.

Search window with sample search setup



A search condition is a single line in the Match area, and consists of selections you make from a combination of popups along with text you enter in text fields.

You can add additional search conditions by clicking More. Each time you click More, another condition is added to the bottom of your condition list.

When you have more than one search condition, the Fewer button appears next to the More button. Click Fewer to remove search conditions from your list, from the bottom up.

When you have more than one search condition, the Match all/Match any popup appears next to the More and Fewer buttons. Select Match all if you want the search to capture a message only if that message satisfies all of your search conditions. Select Match any if you want the search to capture a message if that message satisfies at least one of your search conditions.

When using Match all, the more conditions you have, the finer your search; and you can reach a point where the search returns nothing. A common error is to specify too many conditions, too-specific search values, and Match all. If such a search returns nothing, try backing off on your search by using fewer conditions, or less-specific search values, or switch to Match any.

By contrast, a Match any search with multiple conditions can result in too many found messages to make the search useful. Try working with fewer conditions in this case, or making the search text (or other value) more specific, or switching to Match all.

Every search is different, and everyone's mail collection is different, and you may need to experiment based on the mailboxes you want to look through, the amount of mail in each one, the kind of data you're looking for, and the crudeness or specificity of your search conditions.

Your selection in the first (leftmost) popup, target popup, determines which popups and other fields will appear in the remainder of the search condition, as well as what contents they contain. Typically the target popup is followed by another popup that we'll call the comparison popup, and that is usually followed by a text field that we'll call the value field. However, there are a number of variations of this scheme described later.

Using the Target Popup

The target popup specifies the area within a message where you want Eudora to look for text or non-text attributes. The default target selection is **Anywhere**.

If you choose...	This will happen...
Anywhere	Eudora looks through all text in the headers and message body of a message. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar. It also includes the header labels themselves.
Headers	Eudora looks through all text in the headers of a message, including header labels. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar.

If you choose...	This will happen...
Body	Eudora looks through all text in the body of a message (the area below the headers).
Attachment Name(s)	Eudora looks through all text in the file names of attachment files included with a message.
Summary	Eudora looks through all text in the Who, Subject, and Date columns of the message summary.
Status	Eudora compares the value of the status of the message. Note that the comparison popup values change to ***is*** and ***is not***, and you must choose the status value from the Status popup that appears next to the comparison popup.
Priority	Eudora compares the value of the priority of the message. Note that the comparison popup values change to ***is***, ***is not***, ***is greater than***, and ***is less than***, and you must choose the priority value from the Priority popup that appears next to the comparison popup. Higher priorities have higher values.
Attachment Count	Eudora compares the number of attachments sent with the message against the match value. A message with no attachments has an attachment count of **0**. Note that the comparison popup values change to ***is***, ***is not***, ***is greater than***, and ***is less than***, and you must enter the count value (a whole number) into the text field that appears next to the comparison popup.
Label	Eudora compares the value of the message label. Note that the comparison popup values change to ***is*** and ***is not***. You must select one.
Date	Eudora compares the value in the message Date field, the date the message was sent or composed for sent and queued messages. Note that the comparison popup values change to ***is***, ***is not***, ***is after***, and ***is before***, and you must choose the date value from the Date selection field that appears next to the comparison popup. To change the value in the Date field, click the month, day, or year (two-digit number), and then click the up or down arrow, or enter the date values in the text field.
Size (K)	Eudora compares the value of the size of the message, in kilobytes (K). Note that the comparison popup values change to ***is***, ***is not***, ***is greater than***, and ***is less than***, and you must enter a size value (whole number, representing the number of K) in the text field.

If you choose...	This will happen...
Age	Eudora compares the value of the age of the message, measured from the date and time it was sent (or composed) to the current system date and time, but subject to the qualifications described below. Note that the comparison popup values change to ***is***, ***is not***, ***is greater than***, and ***is less than***, and you must enter a whole number value in the adjacent text field and then choose one of the values: **Minutes**, **Hours**, **Days**, **Weeks**, **Months**, or **Years** from the selection popup that appears next to the text field. Following are descriptions of age values: **Minutes**—If the search is conducted during the 60 seconds between minute 3 and minute 4 of this hour begun at 11:03:20 a.m., for example, then a message with a seconds value anywhere between minute 2 and minute 3 just a moment ago 11:02:00 and 11:02:59 a.m. is considered one minute old. **Hours**— If the search is conducted at any time between 11:00:00 a.m. and 12:00:00 noon, for example, than any message with a time between 10:00:00 and 11:00:00 o'clock of that same half-day is considered one hour old. **Days**—No matter what time of day the search is conducted (Tuesday, for example), any message dated the previous day (Monday), no matter what time, is considered one day old. Thus, if the search is conducted at 12:01:00 a.m. Tuesday, a message dated 11:59:00 p.m. Monday is still considered one day old. **Weeks**—No matter what day of the week this is (Tuesday, for example), a message dated the previous week (Monday through Sunday) is considered one week old. **Months**—No matter what day of the month this is (February, for example), a message from any day of the previous month (January) is considered one month old. That holds true if you conduct the search on February 29 and the message is from January 1, or if you conduct the search on February 1 and the message is from January 31. **Years**—No matter when in this year (e.g., 1999) you conduct the search, a message from any day in the prior year (1998) is considered one year old. A message from the current year (1999) is considered less than a year old. If the search is conducted on January 1, a message from yesterday, December 31 of the previous year, is still considered one year old.
Personality	Eudora compares the value of the personality name for the personality associated with the message. Note that the comparison popup values change to ***is*** and ***is not***, and you must select the personality name value from the Personality popup that appears next to the comparison popup. The Personality popup lists all of your existing personalities.
To:	Eudora looks through all text in the To: field of the message header, even if it extends beyond one line or includes hundreds of addresses.
From:	Eudora looks through all text in the From: field of the message header (generally a real name and an email address).

If you choose...	This will happen...
Subject:	Eudora looks through all text in the Subject: field of the message header, even if it extends to multiple lines. Note that because Eudora lets you edit the Subject in the Summary of an incoming message (here we mean the Subject that appears in the message summary, not the internal Subject header, which is normally not editable), a search on “Subject:” may yield a different result from a search on Summary for a particular message. See the description of the Summary target above for more information.
Cc:	Eudora looks through all text in the Cc: field of the message header, even if it extends beyond one line or includes hundreds of addresses.
Bcc:	Eudora looks through all text in the Bcc: field of the message header (works for outgoing messages only), even if it extends beyond one line or includes hundreds of addresses. This includes Fcc: (folder carbon copy) text, which is generated when you select a mailbox from the Fcc menu (normally the Transfer menu) while the cursor is in the Bcc: field of the open outgoing message composition window.
Any Recipient	Eudora looks through all text in all of the recipient fields of the message header: To, Cc, and Bcc, as described above.

Using the Comparison Popup

The values on the comparison popup may change depending on your selection in the target popup. The following values on the default comparison popup (when the *Anywhere* target is selected) are described. Where the values for this popup change for a particular target, those values are described in the corresponding target description in the previous section. The “is” and “is not” values, however, generally mean the same thing on those popups as well. (The comparison popup changes for all targets in the middle section of the target popup, except Summary.)

Comparison	Conditions to match...
contains	The target must contain some specified text in order to be a match.
contains word	The target must contain the specified text as a separate word to be a match. If the target contains the specified text as part of another word, it is not considered a match. For example, the text “info” is a match if it appears by itself, but not as part of the word “information.”
does not contain	If the target does not contain the specified text (or attribute, if it’s a non-attribute target), it is considered a match.
is	If the target exactly equals the specified text, it is considered a match.

Comparison	Conditions to match...
is not	If the target does not exactly equal the specified text (or attribute, if it's a non-attribute target), it is considered a match.
starts with	If the target begins with the specified text, it is considered a match.
ends with	If the target ends with the specified text, it is considered a match.
matches regexp	This stands for "matches regular expression." Regular expression is an advanced and complex method of searching for text. You can enter any expression in the text field that would be recognized by regular expression commands. Regular expression is a search string that uses special characters to match text characters. For example, if you are searching for messages sent to you by two people, choose "From" in the target popup, then choose "matches regexp." Type their usernames between brackets separated by a vertical pipe symbol, such as `(bobclark)|(janedoe)` in the text box. Eudora searches and displays all messages from these two people. Regular expressions generally lets you use wildcard characters, such as the asterisk (*) and question mark (?). For more information on how regular expression commands are used, and how you may enter text in the text field for this comparison value, point your web browser to <http://regular-expressions.info>. See Regular Expressions (Sponsored and Paid modes only) on page 218.

Using the Value Fields

For any selection from the target popup that presents a text-entry field, you may enter any string of alphanumeric characters in the text field. Some targets, such as "Age," will result in a meaningful search only if you enter a numeric value in the text field.

When using the *matches regexp* value on the comparison popup, note that some characters may take on special meaning when you enter them in the text field. These include, for example, the asterisk (*) and the question mark (?), which serve as wildcards. See the description of the *matches regexp* comparison value in the previous section.

Using the Mailboxes Pane

Click the **Mailboxes** tab to bring the Mailboxes pane to the front of the Search window.

In the Mailboxes pane, select the mailboxes and folders you want to search through if your desired mailboxes are not already selected automatically.

Standard selection methods apply in this pane. The pane is a replica of the Mailboxes window from the Window menu. It duplicates your mailbox and folder structure and also shows underlines for those mailboxes and folders in which there is unread mail. This can be useful if you want to target your search based on the Read or Unread status of messages.

Click an item in the Mailboxes pane to select it. Use the Shift key to select a contiguous range of items (or drag-select), and use the Command key to make non-consecutive selections, adding or removing items in a group selection. Press Command+A to select all of your mailboxes and folders. To deselect an entire selection, click somewhere outside the selection.

NOTE: When you click a folder to select it, all mailboxes and folders contained in that folder are also selected. This is one difference from selection rules in your Mailboxes window.

Your selection in the Mailboxes pane determines where Eudora will look when conducting the search. Eudora will look at all messages contained in the selected mailboxes and folders.

Starting and Stopping the Search

To start a search

1. Set up your search conditions in the Match area.
2. Choose **Match all** or **Match any** for multiple conditions.
3. Choose your desired mailboxes and folders in the Mailboxes pane.
4. Click **Search** to start the search, or press **Return**.

Eudora begins searching through the selected mailboxes and matching messages against your search conditions.

As soon as the search begins, the following occurs:

- The Search button changes to Stop.
- The Results pane is brought to the front of the Search window.
- Mailboxes and Results tabs are temporarily hidden, and are replaced with the status message “Searching: _____,” where the blank is filled in with the name of the mailbox currently being searched. Eudora dynamically runs through these names as the search progresses, and they can change rapidly.

NOTE: Eudora searches your selected folders and mailboxes in the order in which they appear in the Mailboxes pane, and searches your messages in the order in which they appear in the mailboxes.

When Eudora encounters a message that matches the conditions of the search, the following occurs:

- Message appears in the Results pane.
- Counter at the lower left of the message summary list (similar to a mailbox size display) is increased by one.
- Messages continue to be added to the bottom of the message list in the Results pane (if they are successful matches), and the counter continues to roll upward, until the search is complete.

When the search is finished, the following occurs:

- The Stop button changes back to Search.
- Mailboxes and Results tabs reappear.
- Search results checkbox appears next to the More button (or, with multiple conditions, next to the More and Fewer buttons and the “Match all/Match any” popup).

To stop a search at any time:

- In the Search window, click **Stop**, or if the Search window is currently on top, press Escape (Esc) or Command+. (period).

The search stops, and any results appear in the Results pane. The button behavior is the same as described above (as if the search had completed).

You can also stop a search, using any of the above methods, when a desired result appears in the Results pane.

Closing the Search window terminates the search without preserving your results.

NOTE: For optimum search speed, keep the Search window on top until the search is completed. Searches run in the background tend to be a bit slower.

To perform multiple searches

1. Begin one search.
2. From the Special menu, choose **Find**.

   The Find submenu appears.
3. From the Find submenu, choose **Search** or press Command+F.

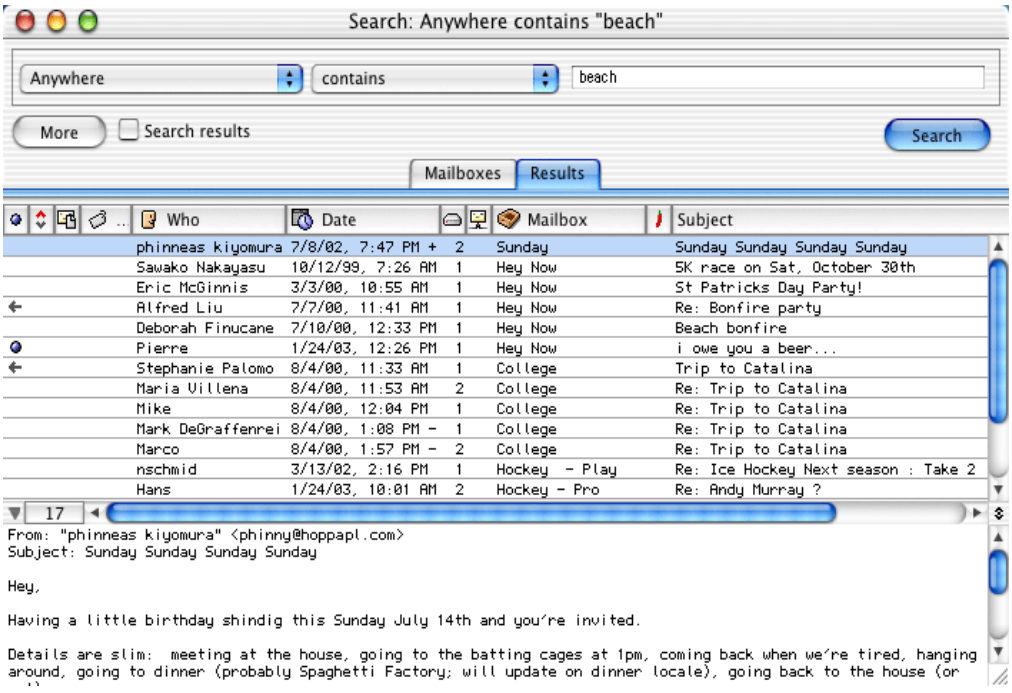
   Another Search window appears.
4. Set up the second search in the new Search window and begin the second search.

Continue with additional searches if you like. Eudora can perform all of these searches in tandem. You can also start a search and then move to other tasks, and Eudora will perform the search in the background.

Working with the Search Results in the Results Pane

The following shows a sample Results pane in a Search window after a simple search.

Search window showing sample search results


Search: Anywhere contains "beach"
Anywhere
contains
beach
More
Search results
Search
Mailboxes
Results
Who
Date
Mailbox
Subject
phinneas kiyomura 7/8/02, 7:47 PM + 2 Sunday Sunday Sunday Sunday Sunday
Sawako Nakayasu 10/12/99, 7:26 AM 1 Hey Now 5K race on Sat, October 30th
Eric McGinnis 3/3/00, 10:55 AM 1 Hey Now St Patricks Day Party!
Alfred Liu 7/7/00, 11:41 AM 1 Hey Now Re: Bonfire party
Deborah Finucane 7/10/00, 12:33 PM 1 Hey Now Beach bonfire
Pierre 1/24/03, 12:26 PM 1 Hey Now i owe you a beer...
Stephanie Palomo 8/4/00, 11:33 AM 1 College Trip to Catalina
Maria Villena 8/4/00, 11:53 AM 2 College Re: Trip to Catalina
Mike 8/4/00, 12:04 PM 1 College Re: Trip to Catalina
Mark DeGraffenrei 8/4/00, 1:08 PM - 1 College Re: Trip to Catalina
Marco 8/4/00, 1:57 PM - 2 College Re: Trip to Catalina
nschmid 3/13/02, 2:16 PM 1 Hockey - Play Re: Ice Hockey Next season : Take 2
Hans 1/24/03, 10:01 AM 2 Hockey - Pro Re: Andy Murray ?
17
From: "phinneas kiyomura" <phinny@hoppapl.com>
Subject: Sunday Sunday Sunday Sunday
Hey,
Having a little birthday shindig this Sunday July 14th and you're invited.
Details are slim: meeting at the house, going to the batting cages at 1pm, coming back when we're tired, hanging around, going to dinner (probably Spaghetti Factory; will update on dinner locale), going back to the house (or

The Results pane can be thought of as a “cloned mailbox window,” with a few new features that do not appear in regular mailbox windows, with some variations on the actions you perform in regular mailbox windows.

The Results pane has all the columns of a regular mailbox window, with the addition of a new column, Mailbox, that does not appear in mailbox windows. The Mailbox column lists the mailbox that contains the message returned by the search.

To display the Mailbox column's popup menu

1. Click to select a message summary in the Results pane.
2. Press and hold down the mouse button on the Mailbox column of that summary.

   A popup menu appears, showing the list of containing folders for the named mailbox.

Selecting one of the folders opens the Mailboxes window and highlights that folder in the window. It also includes the mailbox itself.

In the Results pane, if you change the Status, the Priority, the Label, or the Server Action via the corresponding column popup, the changes are reflected back in the message summary in the original mailbox as well as in the original message itself.

If you double-click a message summary in the results list to open that message, the original message opens. Any changes you make to that message, for example, changing the Priority or Label or editing the message, are also made to the original message. The changes are reflected both in the results list summary and in the message's summary in the original mailbox.

You can delete messages in the Results pane summary list. To do so, select one or more message summaries (use standard selection methods) and do one of the following:

- Press **Delete**.
- Choose **Delete** from the Message menu.
- Choose **Trash** from the Transfer menu.
- Click **Delete** on the main toolbar.
- Drag the summaries to one of the following destinations: the Trash mailbox icon in the open Mailboxes window; the Trash mailbox button on the main toolbar; the open Trash mailbox window.

When you perform one of the above operations, the original message is deleted (transferred to the Trash). However, the message summary remains in the Results pane summary list, but the Mailbox column for that summary is updated to show the new mailbox — the Trash mailbox. If you then empty the Trash, the message summary for the deleted message is removed from the Results pane.

NOTE: You can undo message deletions from the Results pane, in which case the Mailbox column of the message summary is updated to show the message's former mailbox.

- You can transfer messages via the Results pane summary list. To do so, select one or more message summaries (use standard selection methods) and do one of the following:
  - Choose the new mailbox from the Transfer menu.
  - Drag the summaries to one of the following destinations: a mailbox icon in the open Mailboxes window, a mailbox button on the main toolbar, or an open mailbox window.

When you perform one of these operations, the original message is transferred from its original mailbox to the new mailbox. The message summary in the Results pane, however, stays where it is: but the Mailbox column for that summary is updated to reflect the new mailbox in which the message is stored.

NOTE: You can undo transfers from the Results pane, in which case the Mailbox column of the message summary is updated to show the message's former mailbox.

IMAP users, see Working with IMAP Mailboxes on page 154 for more information.

Performing an Additional Search on the Search Results

Assume you've opened the Search window, set up your search, and clicked the Search button.

The search is complete (or you've stopped it mid-way), and now the results appear in the Results pane, and the Search results checkbox appears next to the More button (or, if you have multiple search conditions, it appears next to the *Match all/Match any* popup).

You can now perform an additional search on your search results. You can use this feature, for example, if you haven't quite pinpointed what you want, and you know that it's somewhere in the results list.

To perform an addition search on your search results

1. Click the **Search results** checkbox to turn it on.
2. Change your search conditions. You must change your search conditions for the new search, or you will merely return the same results you have now. This change can be as simple as changing a single character in a specified text string.
3. Because the search is performed only on the results in the Results pane, changing your selected mailboxes in the Mailboxes pane will have no effect.
4. Perform the search by clicking the **Search** button (or press **Return**) and allow the search to continue to completion or stop it at any time.

Your new results will likely be a subset of your first results, and may make it easier to find the information you're looking for.

You can perform additional searches on the results returned by each subsearch, by keeping the Search results checkbox clicked (turned on), changing the search conditions each time, and performing the search.

The Search results checkbox is only displayed following a successful search; that is, one that returns at least one message into the Results pane. This is true whether you allow the search to run to completion or you stop it partway.

Saving a Search Results Window

Once you have performed a search, you can save the search results to display or to conduct additional searches later.

To save a search results window

1. Perform the search.
2. From the File menu, choose **Save As**.

   The Save As dialog appears showing Search Folder as the folder the search results window is to be saved to.
3. In the Save As dialog, type the name of the search results window and click **OK**. The search results window is saved in the Search folder.

To retrieve the saved search results window

- From the Special menu, choose **Find**, and the name of the search results window is listed at the bottom of the Find submenu.

  Select it and the saved search window appears.

NOTE: You can also sort messages in the Search window when the Results pane is active. This sorts the messages resulting from a search. Use the Sort submenu from the Special menu or click the column headings. The Sort by Mail option is available only in the Search window Results pane. Just click the Mailbox column heading in that pane, and Eudora sorts the messages resulting from a search. The Sort by Mailbox option is not available in mailbox windows.)

Live Search

Search results automatically update if new mail arrives that match the search criteria. If you have a Search window open and Eudora downloads new mail, Eudora will include that new mail in the search and will update the search results.

TIP: Searches can be saved, by going to **File**: **Save As**:. Saved searches left open will be re-opened and updated whenever Eudora is launched.

Regular Expressions (Sponsored and Paid modes only)

When searching for messages in Eudora, an option you can use is regular expressions. Following is a description of regular expressions and how they are used in Eudora.

You can find regular expressions in the Find Messages window located in the comparison popup. The option *matches regexp* appears. In the Find Messages window, regexp is not case sensitive.

Following are symbols that are supported in Eudora.

Symbol	Character representation
.	(period) represents any one character.

Symbol	Character representation
[ ]	(brackets) contain a set of characters from which a match can be made. It corresponds to one character in the search string.
*****	(asterisk) is a multiplier. It will match zero or more of the previous character.
+	(plus) is a multiplier. It will match one or more of the previous character.
^	(caret) is the start of the line.
****	(backslash) is an escape character which means that the next character will not have a special meaning.
?	(question mark) is a multiplier. It will match zero or one of the previous character.
[^]	(brackets containing caret and other characters) means any characters except the character(s) after the caret symbol in the brackets.
$	(dollar) is the end of the line.
|	(pipe) is OR. It requires that the joined expressions have parentheses around them.

Here are a few examples:

Symbols	What they match
E.*a	matches Eudora, Etcetera, Ea
ho+p	matches hop, hoop, hoooop, but not hp

Symbols	What they match
e.a	matches eta, eda, e1a; it only matches Eta if the matching is case-insensitive
etc\.	matches etc. but not etc
[eE].a	matches eta and Eta

You can find further information on regular expressions on the web, for example the following web site: http://regular-expressions.info.

Using Web Words

Web Words provide you with two easy ways to access search engines:

- By clicking a word or words in your email to activate a contextual search
- By typing your search query in your toolbar.

You can now highlight a word or words anywhere in a message (header or text) and search the Internet for that topic. For example, you can highlight the word "flowers" anywhere in the message and search the Internet for flowers.

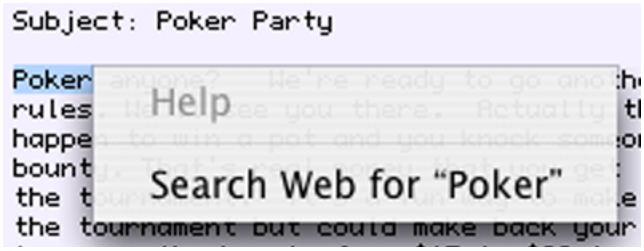
Or you can type your search query in your toolbar and search the Internet for that topic.

To search using a pull-down menu

1. Highlight a word or words in an email.
2. Hold the control key and click the word, or if you have a two button mouse, right click.

   The Web Words submenu appears showing the option to Search the Web for your topic.

Web Words submenu



3. Choose the Search Web option.

   Eudora launches your web browser and initiates a search for the topic.

   TIP: If you want to search on a single word only, you do not have to highlight the word. Simply control-click or right-click on the word to start a search.

To search using the toolbar

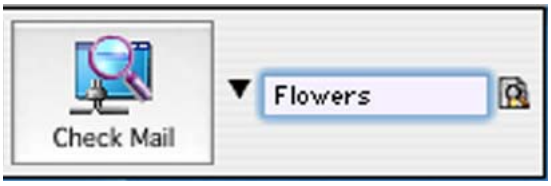
1. Click in the field "Search Web" on your toolbar.

   Toolbar Search Field

2. Type the text that you wish to search the Internet for.

   The text that you type appears in the Search Web field.

   Toolbar Search Field

3. Press the **Return** key or click the icon to the right of the search field.

   Eudora launches your web browser and initiates a search for the topic.

Searching in Eudora

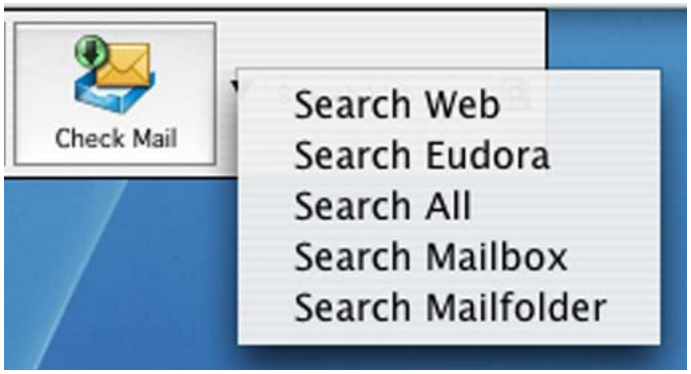
The search field on your toolbar can also be used to search inside Eudora.

To search in Eudora

1. Type the words you wish to search for, then click the arrow to the left of the field.

   The Search submenu appears with further search options.

   Search Submenu

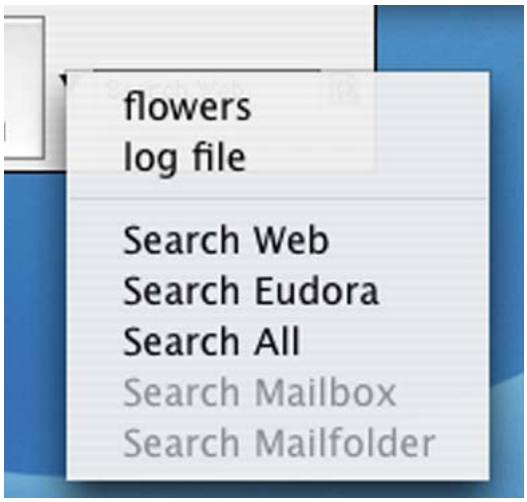


2. Choose one of the following search options:

   - **Search Web** (default) - Eudora launches your web browser and initiates a search for the text you entered in the search field.
   - **Search Eudora** - If you have an item open in Eudora (such as a mailbox or an email), Eudora searches it for any text you entered in the search field. If you do not have anything highlighted, it searches all your mailboxes in Eudora.
   - **Search All** - Eudora searches all your mailboxes for the text you entered in the search field.
   - **Search Mailbox** - If you have a mailbox opened, Eudora searches that mailbox for the text. If you have a message opened, Eudora searches the mailbox that the message is in.
   - **Search Mailfolder** - If you have a mailbox opened, Eudora searches all the mailboxes in the same mail folder as the open mailbox.

   The submenu also displays your most recent searches at the top of the search menu.

Recent Searches



Managing Windows in Eudora

Windows in Eudora for the Macintosh exist in one of two states:

- Normal
- Tabbed

Normal Windows

A normal window is a standalone window containing one function.

Examples of normal windows are message windows, mailbox windows, and any of the windows accessible from the Window menu when they are in the single state (ungrouped), without tabs.

Tabbed Windows

A tabbed window is a collection of windows containing several functions. The combined windows form a single window in which each member window has its own tab for activating and dragging.

But only tool windows, that is, only those that are accessible from the Window menu can be combined into a tabbed window in this way (or can stand alone with a single tab). Other kinds of windows, such as message windows and mailbox windows, cannot be combined into tabbed windows.

The tool windows, each of which can be tabbed, are as follows in order down the Window menu:

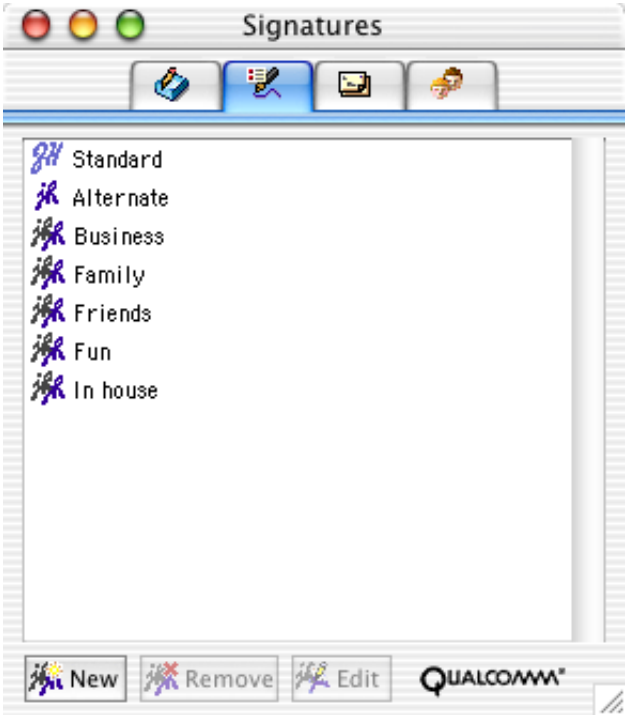
- Address Book
- Directory Services

- Filters
- Mailboxes
- Personalities
- Signatures
- Stationery
- Task Progress

Anatomy of a Tabbed Window

A tabbed window is a collection of tool windows combined into one window. Each tool window in the tabbed window has its own window tab. Below is an example of a tabbed window with the Signatures window active.

Sample tabbed window (tabs at top)



A window tab has two purposes:

- Lets you bring the window to the front of the group to display it (by clicking on the tab).

- Serves as a “drag handle” that lets you drag the tool window from one tabbed window to another tabbed window so that you can reorganize your tabbed windows and create new ones. You can also reorder your tabs within the same tabbed window by dragging the tab to where you want it.

To convert a tool window in the normal state (no tabs) to the tabbed state

- From the Window menu, choose **Tabs** while the window is open.

To convert the window back to the normal state

- From the Window menu, choose **Tabs** again.

A check mark next to the Tabs command indicates that the tool window is in the tabbed state. No check mark indicates that the tool window is in the normal, or untabbed, state. The Tabs command is active only when the currently active window is a tool window or a tabbed window group.

The title displayed in the title bar of a tabbed window is the name of the active window in the tabbed group.

NOTE: If there is room enough in a tabbed window, each window’s tab contains both the icon and the text label associated with that tool window. If there is not enough room in the tabbed window, only the icon appears on each tab.

Default Tabbed Windows in Eudora

Eudora comes with two default tabbed window groups, one containing four tool windows, and the other containing three, for a total of seven tool windows.

The first default tabbed window contains the following four tool windows (to display this window, choose one of the following member windows from the Window menu):

- Mailboxes
- Signatures
- Stationery
- Personalities

The second default tabbed window contains the following three tool windows (to display this window, choose one of the following member windows from the Window menu):

- Address Book
- Filters
- Directory Services

You can reorganize these default tabbed windows any way you like. Your new organization will be preserved when you quit and restart Eudora.

Reorganizing Tabbed Windows

You are not restricted to the default tabbed window arrangements in Eudora. You can mix and match tabbed windows any way you like.

At one extreme, you can have each of the seven tool windows in its own normal window displaying one function. At the other extreme, you can have all seven tool windows combined into one tabbed window displaying seven functions. In between, you can have multiple tabbed windows open at once, mixed and matched to suit your purposes.

To show a tab in a single normal tool window

- From the Window menu, choose **Tabs** while that window is open.

To move a window from one tabbed group to another

- Drag the window tab from the first group and drop it onto the second group.

If you drop the window tab onto another tab in the second group, the new window tab is inserted at that position and the other tabs are displaced to accommodate it. If you do not drop the tab onto an existing tab, Eudora adds the new tab at the “end” of the group of existing tabs.

To reorganize the left-to-right order of tabs within a tabbed window

- Drag the tabs left and right. The drop scheme is the same as that described previously.

If after reorganizing your tabbed windows you change your mind, you can revert to the original default tabbed windows that came with Eudora.

To revert to the original default tabbed windows

- Press and hold the Option key and from the Window, choose **Revert To Default Tabs**.

Opening and Activating Tabbed Windows

To open a tabbed window group, open any of its member windows by selecting the appropriate command from the Window menu. The tabbed window opens with the selected window as the active (frontmost) window.

If the tabbed window group is already open, and you wish to display one of its member windows that is currently not active do one of the following:

- Click the member window's tab.
- Choose the desired window from the Window menu. The desired window comes to the front of the tabbed group.

If you deselect Tabs from the Window menu while a tabbed window group is open (check mark next to Tabs disappears), the active window becomes normal, and the other windows in the group disappear.

Creating a New Tabbed Window

To create a new tabbed window

- Drag one of the tabs from an existing tabbed window and drop it onto an exposed portion of the desktop.

You now have a new tabbed window consisting of one tool window with a tab. You can drag other tabbed windows into the window to add to the new group.

To create a new tabbed window from a single normal tool window

- Bring that window to the front of all Eudora windows and from the Window, choose **Tabs**.

  The tool window is given a tab, and you can now add other tabbed windows to this new window to expand the new group.

To convert a single tabbed window back to a normal tool window

- Make the window active and from the Window menu, deselect **Tabs** (check mark next to Tabs disappears).

Closing Tabbed Windows

To close a tabbed window

- From the File menu, choose **Close** or click the close button at the left end of the title bar.

When you close a tabbed window, Eudora remembers the contents of all member windows and the state and position of the tabbed window. When you redisplay the tabbed window, the active window shows its prior contents and the tabbed window appears in its prior state and position.

However, if you attempt to close or hide a tabbed window in which the active window contains unsaved changes, or you attempt to deactivate that active window by making another window active in the group, Eudora asks you if you want to save your changes.

Link History (Sponsored or Paid mode only)

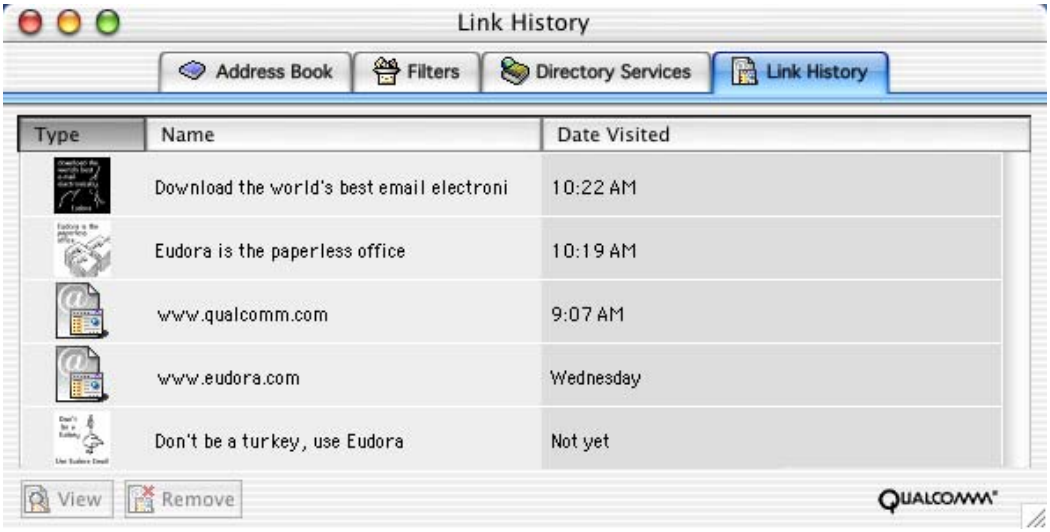
Link History displays Internet web site addresses, other links, and ads you clicked in Eudora.

To display your link history window

1. From the Window menu, choose **Link History**.

   The Link History window appears.

Link History menu option and window



2. To activate a link in the list, double-click to highlight and launch it, or click the item and then **View**. To remove the link from the list, click **Remove**.

   NOTE: Links expire and are removed from the list after 30 days.

Statistics Window (Sponsored and Paid Modes only)

You can now display and print your Eudora usage statistics. These statistics keep track of how many messages you receive and send in a particular day, week, month, or year. You can also see how many attachments were received and sent as well as how many messages were read. In the Sent Email section, you can see how many messages you have replied to, forwarded, and redirected during a specific timeframe.

Also, you can now view statistics and charts based on the emails that SpamWatch scores as being Junk. Accuracy of statistics is based on your usage of the Junk and Not Junk commands to train and correct SpamWatch.

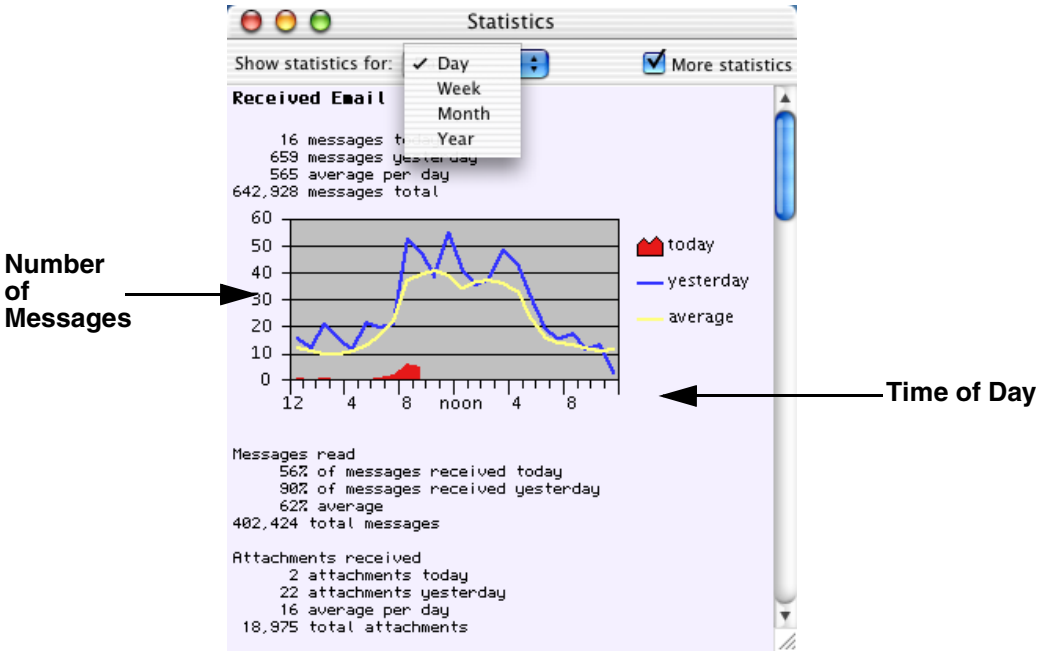
Displaying the Statistics Window

To display the Statistics window

1. From the Window menu, choose **Statistics**.

   The Statistics window appears.

Sample Statistics window showing received email for a day



2. From the popup menu, choose to see email usage statistics for the Day, Week, Month, or Year.
3. To see more statistical information, for example Attachments received, check the **More statistics** box.

NOTE: To change the color, graph type, and other settings for the Statistics window, go to Statistics (Sponsored and Paid modes only) on page 378 for more information.

Printing the Statistics Report

To print the information in the Statistics window

- With the Statistics window open, go to the File menu and choose **Print**.

  Your Statistics report will print.

Task Progress Window

The Task Progress window displays activity as it happens. For example, when you check mail, the Task Progress window displays email transfer information as it occurs.

To open the Task Progress window

- From the Window menu, choose **Task Progress**.

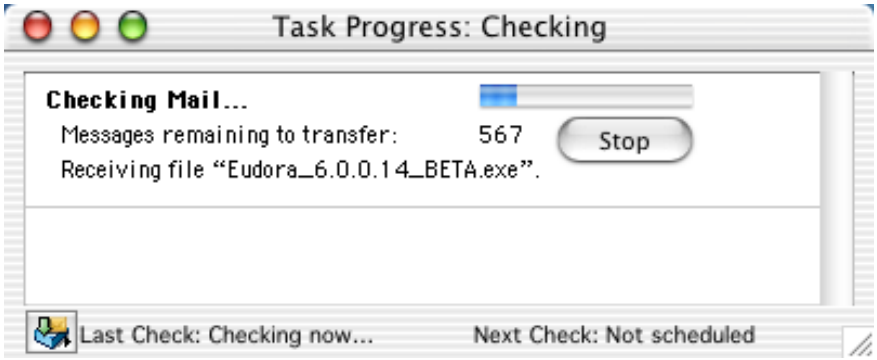
To show the Task Progress window's tab

- From the Window menu, choose **Tabs** while the window is open. To hide the tab, select **Tabs** again.

NOTE: To cause the Task Progress window to open and close automatically during and after network activity, turn on "Show Task Progress during background activity "option in the Getting Attention settings dialog. This option is on by default. For more information, see Getting Attention on page 356.

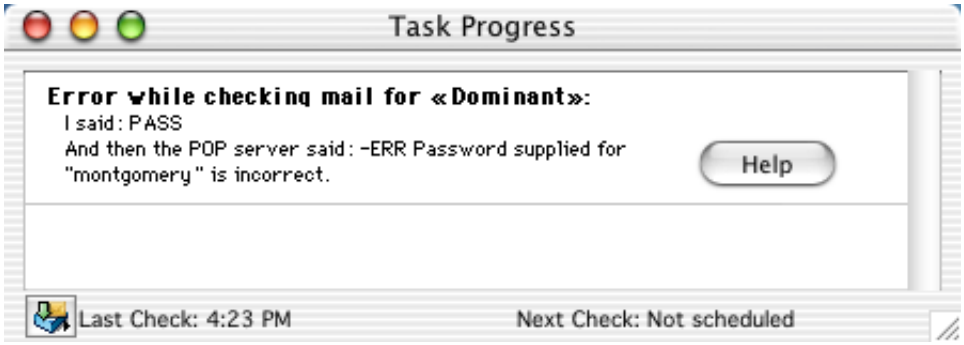
Following is a sample Task Progress window showing email being retrieved from the incoming mail server.

Task Progress window showing mail being downloaded



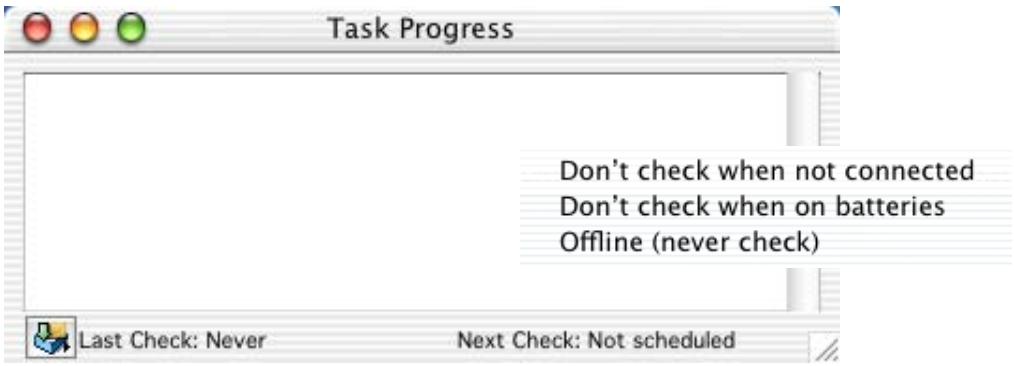
The Task Progress window also displays error messages as the errors are encountered. In the following example, the Task Progress window shows a password error, indicating that the user entered an incorrect password during a mail check. To clear the error in this case, the correct password must be entered.

Task Progress window displaying an error


Task Progress
Error while checking mail for «Dominant»:
I said: PASS
And then the POP server said: -ERR Password supplied for "montgomery" is incorrect.
Help
Last Check: 4:23 PM
Next Check: Not scheduled

You can set mail-checking options from the popup menu at the lower left corner of the Task Progress window. The options on this menu are shortcuts to Eudora settings, normally found in the Settings dialog, that specify the conditions under which automatic mail checks occur.

Task Progress window popup menu



There are three mail-checking options on this menu.

Don't check when not connected—If you use a modem to dial in to a server to check your mail, choose this option so Eudora won't try to check your mail (if automatic checking is set) when you are disconnected.

Don't check when on batteries—If you use a laptop computer to dial in and check your mail, choose this option so Eudora won't try to check your mail (if automatic checking is set) when your laptop is powered by batteries only. Eudora can distinguish whether your laptop is powered by batteries or electricity. Mail checking can be a drain on computer batteries.

Offline (never check)—Choose this option if you do not want Eudora to attempt to make any connections. This is useful if you check mail from a laptop and if you are not connected to any network.

NOTE: You can send, receive, and compose mail all at the same time, and you can perform other operations simultaneously as well. Eudora will even send and check mail while you work in other applications. To instruct Eudora to check mail in the background, turn on the *Use background threading* option in the Checking Mail settings. To instruct Eudora to send mail in the background, turn on the *Use separate thread for sending* option in the Sending Mail settings. See Checking Mail on page 322 and Sending Mail on page 327.

Using the Address Book

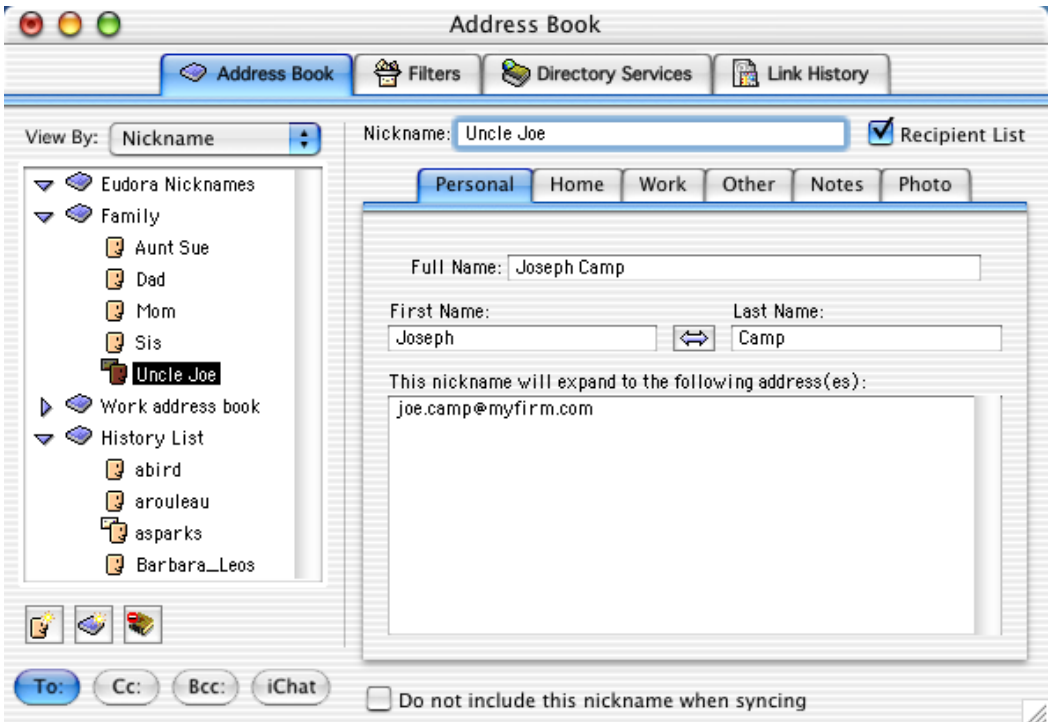
The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a name for a person or group, their full email address (email addresses for groups), a full name, any contact information including both home and work information, other email addresses and information, and any notes. You can add photos and also use the Address Book to put names on the Recipient List, and to address a new message. See Using the Recipient List on page 261.

You can also access your Apple Address Book from within Eudora's Address Book.

To open your Address Book

- From the Window menu, choose **Address Book**, or press Command+L, or click the Address Book icon on the main toolbar.

Address Book with example entries



All of the names are kept in address books, so you can group your names by putting them in different address books. Eudora Nicknames is the default address book, and the example above shows an additional address book called "Family."

To show or hide the names in an address book

- Click the blue triangle to the left of the file name.

You can use the View By popup menu to display the names by different criteria, for example by *Last Name*. If you want to view the entries by Last Name, choose **Last Name** from the View By popup. If you view by a field that does not contain any data, the entry appears as the nickname enclosed in brackets preceded by three periods: ...{Dad}.

You can do the following in the address book window:

- You can find and select an entry by typing the first few letters of the entry. The list of entries must be active (to make the list active, click somewhere in the list).
- You can page up and down in the list of entries, use the arrow keys to move up and down through the entries, or hold down the **Command** key and use the arrow keys to move up and down through the files of entries.

Printing Your Address Book

To print your Address Book entries

- With the Address Book open, from the File menu, choose **Print**.

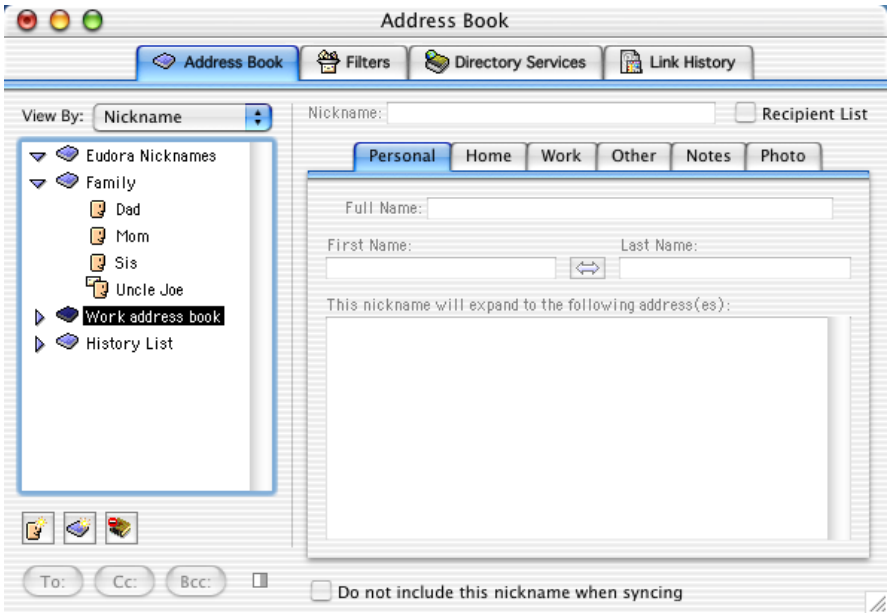
Creating an Address Book within Eudora's Address Book (Sponsored and Paid modes only)

To create an address book within the Eudora Address Book

1. From the Window menu, choose **Address Book**, or press Command + L. Or, if the Address Book is in an inactive window in an open tabbed window group, click its tab.

   The Address Book window appears.

Entering a new address book in the Address Book



2. In the Address Book window, click New Address Book. A new address book entry appears in the list.

3. In the highlighted text field, type the name of the new address book next to the address book icon. When finished, click anywhere or press Enter, and the address book file appears in the list, and you can now add new entries to your newly created address book.

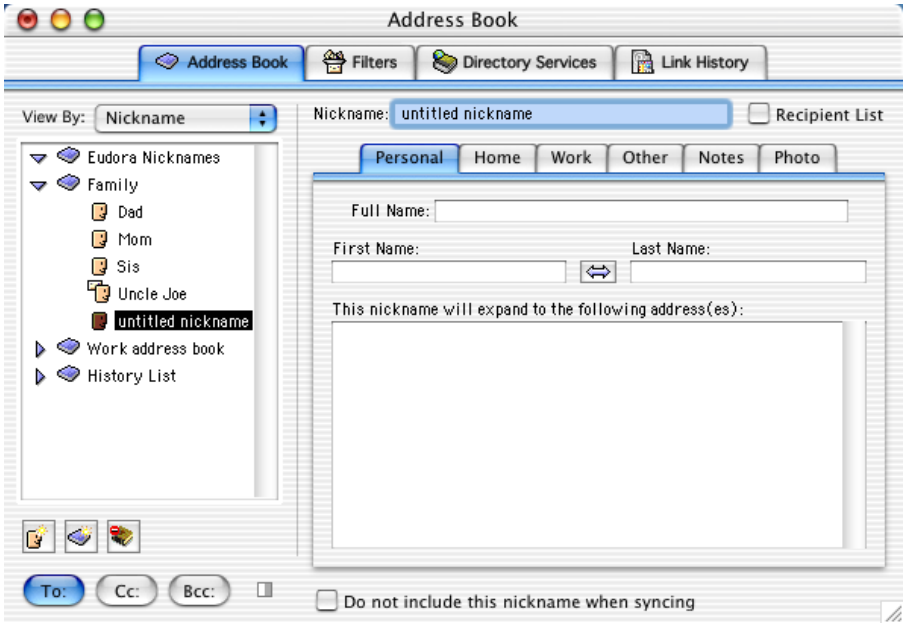
Adding a Person to the Address Book

To create a new entry in an address book

1. From the Window menu, choose **Address Book**, or press Command + L. Or, if the Address Book is in an inactive window in an open tabbed window group, click its tab.

2. In the Address Book, choose which address book (if more than one is set up) in which you want this person's information listed. Click New Nickname.

Entering a new address book entry



3. In the highlighted text field, type the nickname next to the nickname icon OR type the nickname in the Nickname text field on the right side of the window. The nickname entry appears in the list, and you can now add information for this entry.

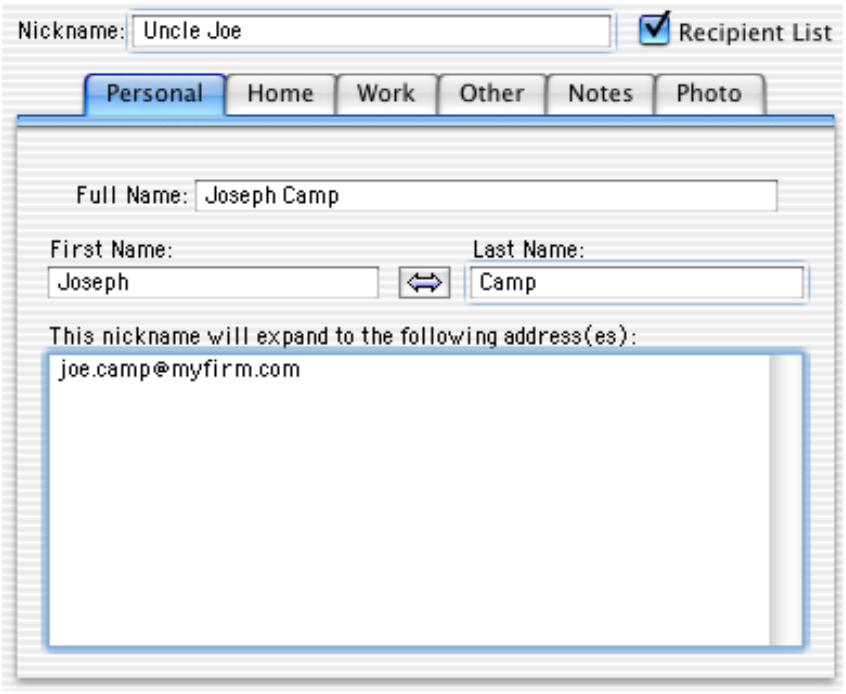
   NOTE: A nickname entered here should be the name you wish to type in a header field (To, Cc, Bcc) when composing an email message. For example, although your Dad's name is John Smith, you can enter "Dad" as the nickname. So when you address a message, you can just enter "Dad" in the header field.

4. When finished, click anywhere or press Enter, and the nickname appears in the list.

5. Click the **Personal** tab.

   The Personal dialog appears.

Address Books Personal dialog



6. In the **Full Name** field, type the real name or an informal name for the person. If there is just one address for the entry, this name and the address are included in the “To:” field for your recipient to see.

7. In the **First Name** and **Last Name** fields, type the first and last name of the person. You can interchange the first and last names by clicking ⇔.

8. In the “This nickname will expand to the following address(es) text” field, enter at least one complete email address for this person.

   NOTE: Make sure this field contains no other information except addresses and nicknames, or your messages will be addressed incorrectly.

9. If you want to put this name on your recipient list, check the **Recipient List** box.

NOTE: It is recommended that you have no more than 2,000 nicknames per nickname file. If the files are too large, they may appear collapsed in the address book, but you can still use all the nicknames when addressing messages. If you have a large number of entries, you might want to consider using a Ph or LDAP server.

Adding a Person's Photo to the Address Book

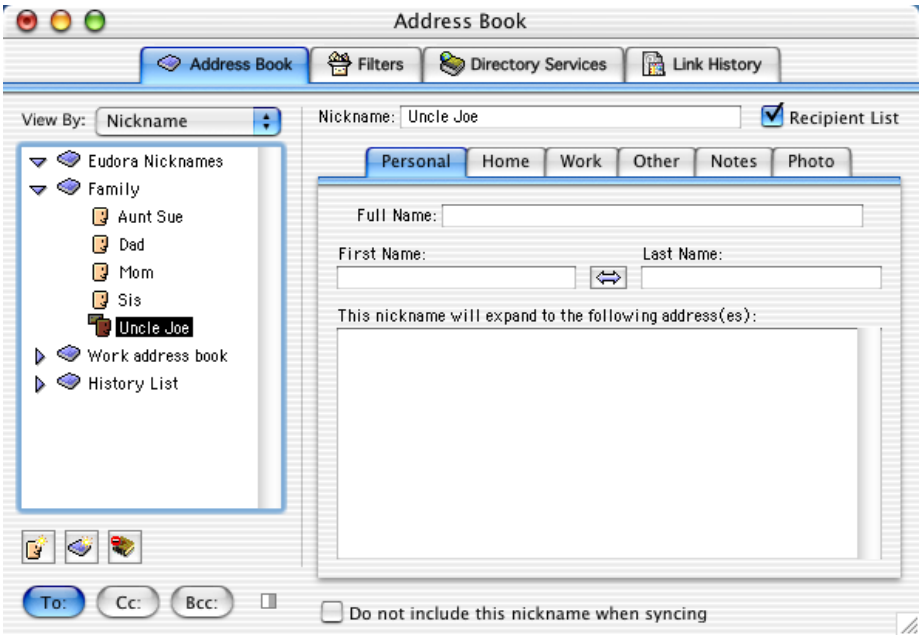
In the Eudora Address Book, a new panel has been added to a person's nickname record. You can add a person's digital photo to your address book. If you correspond with a person on a regular basis, you can drag the person's nickname to the toolbar where that photo will appear. You can click on the person's photo displayed on the toolbar, and a new message window appears with To field already filled in with the person's email address.

To add a photo to the address book

1. From the Window menu, choose **Address Book** or click the Address Book tab.
2. Choose the nickname for the person whose photo you want to add.
3. Click the **Photo** tab.

   The Photo panel appears.

   Address Book photo panel



4. At the bottom of the Photo panel, click **Select Photo....**

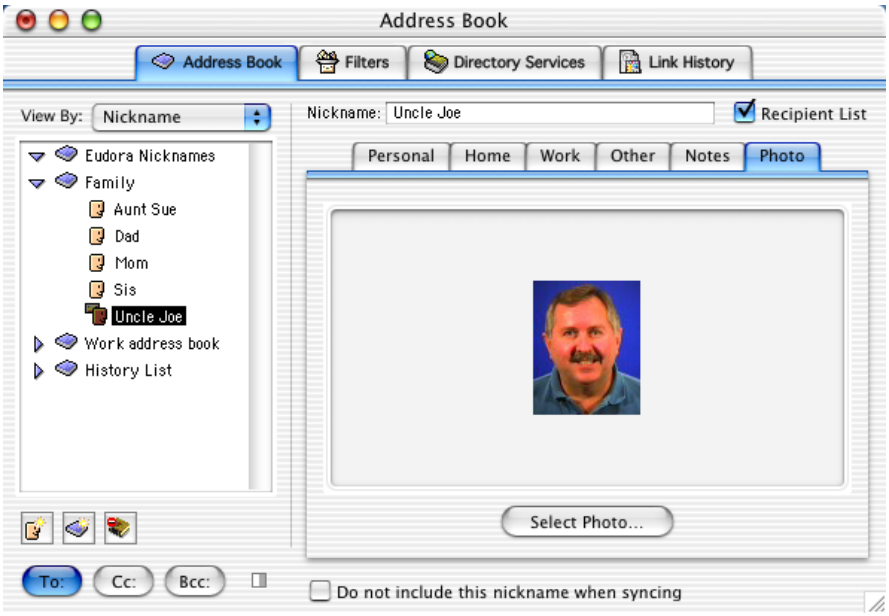
   The Choose a Photo dialog appears.

Choose a Photo dialog

5. From the Choose a Photo dialog, search and choose the photo. Click **Select**.

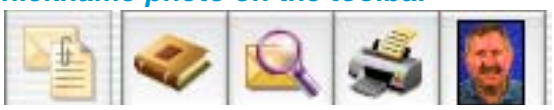
   The photo appears in the Photo panel in your Address Book.

Photo panel showing photo



6. To move the photo to the toolbar, choose the nickname and drag it to the place on the toolbar you want the picture to appear.

nickname photo on the toolbar



7. To send a message to the person whose photo is on the toolbar, click the photo. A new message window appears with the person's email address automatically entered in the To field.

   To forward a message, from an open mailbox, choose and drag the message and hold it over the person's photo. The forward and redirect icon buttons appear. Choose the Forward icon button in the popup menu.

   To redirect a message, from an open mailbox, choose and drag the message and hold it over the person's photo. The forward and redirect icon buttons appear. Choose the Redirect icon button in the popup menu.

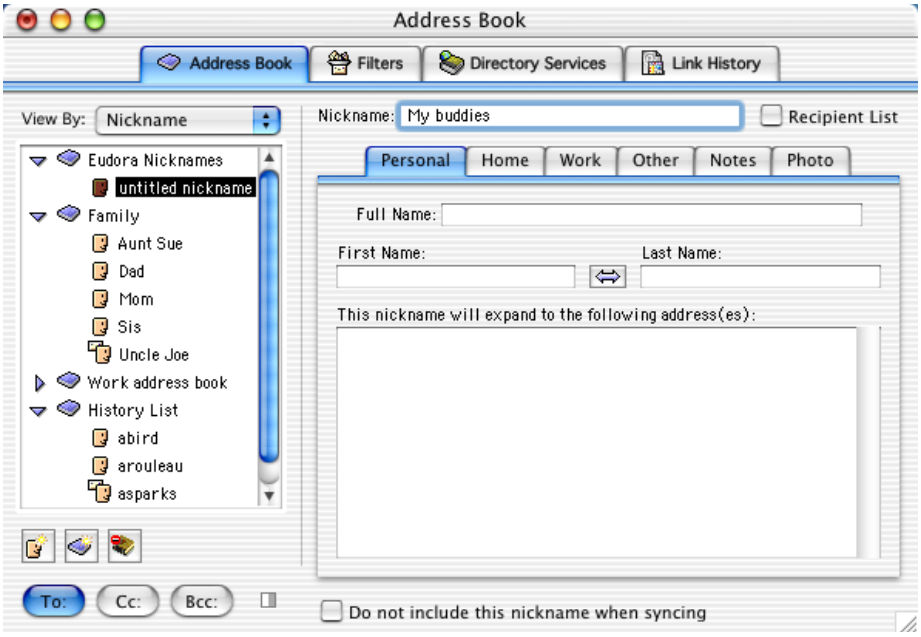
Adding a Group to the Address Book

To create a new group in an address book

1. From the Window menu, choose **Address Book**, or press Command + L. Or, if the Address Book is in an inactive window in an open tabbed window group, click its tab.

2. In the Address Book, choose which address book (if more than one is set up) in which you want this group's information listed. Click New Nickname.

Entering a new address book entry (group)



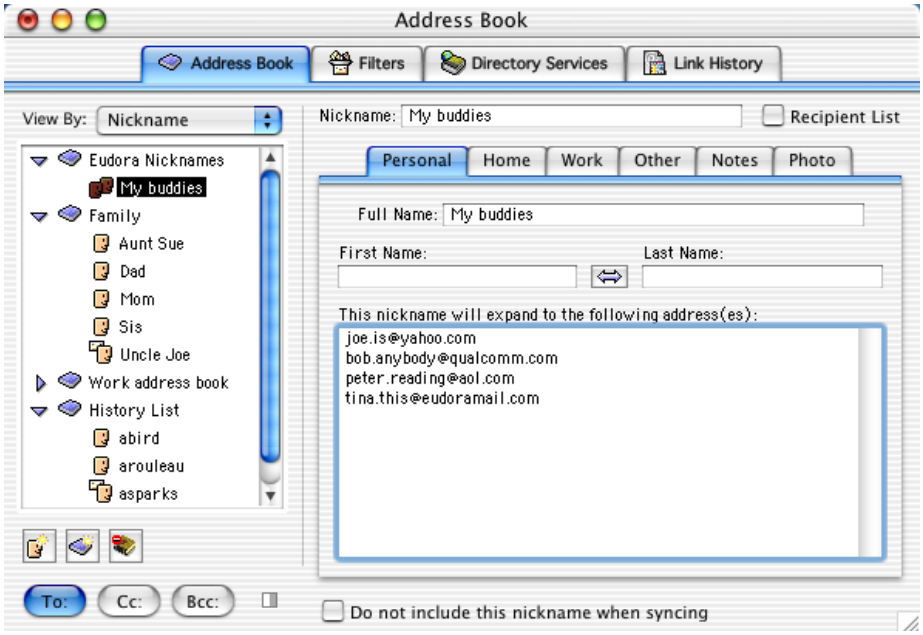
3. In the highlighted text field, type the name, for example “My buddies” of the new group next to the nickname icon OR type the nickname in the Nickname text field on the right side of the window. The nickname entry appears in the list, and you can now add information for this entry.

4. When finished, click anywhere and the nickname appears in the list.

5. Click the **Personal** tab.

   The Personal dialog appears.

Address Books Personal dialog (group)



6. In the Full Name field, type the a descriptive or an informal name for the group. This name is included in the *To* field for your recipient to see.

7. In the “This nickname will expand to the following address(es)” text field, type the complete email address for each person included in the group. Separate multiple addresses with commas or carriage returns (this is the only place you can use a carriage return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined by their own entry. You can use a mixture of nicknames and complete email addresses.

   NOTE: Make sure this field contains no other information except addresses and nicknames, or your messages will be addressed incorrectly.

8. If you want to put this group on your recipient list, check the **Recipient List** box.

Adding Entry Information

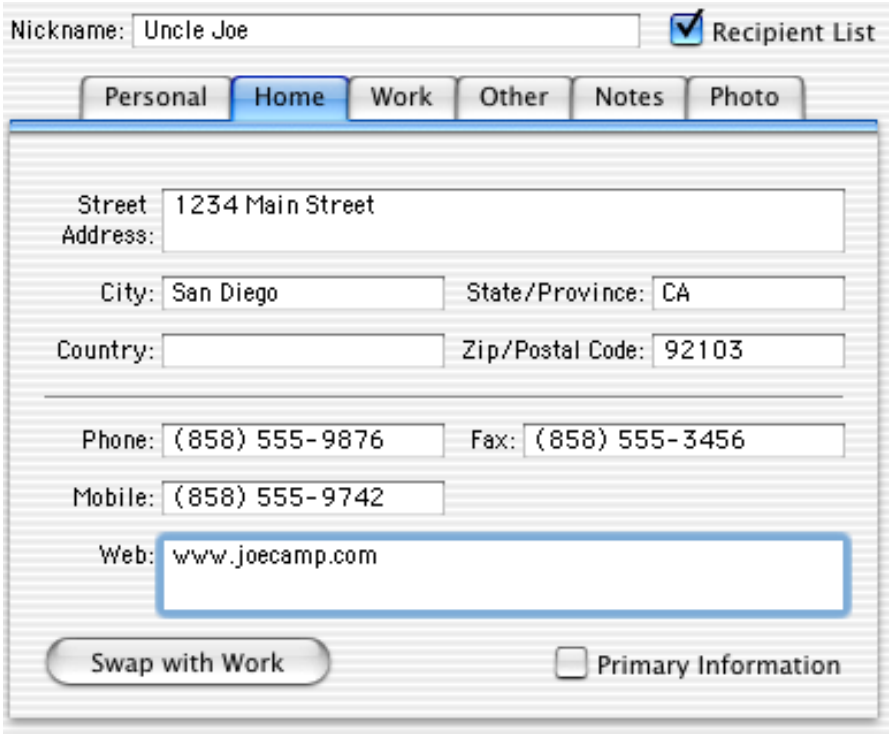
In the Eudora Address Book, there are several dialogs in which you can add information for a person or a group. These text fields may be used liberally when entering information. Following is a description of each dialog. The Personal dialog is described in the Adding a Person to the Address Book on page 237.

To enter Home information for this entry

1. In the left side of the window, choose the entry for whom you want to enter information. His or her nickname appears in the **Nickname** field.
2. Click the **Home** tab.

   The Home dialog appears.

   Address Book Home dialog



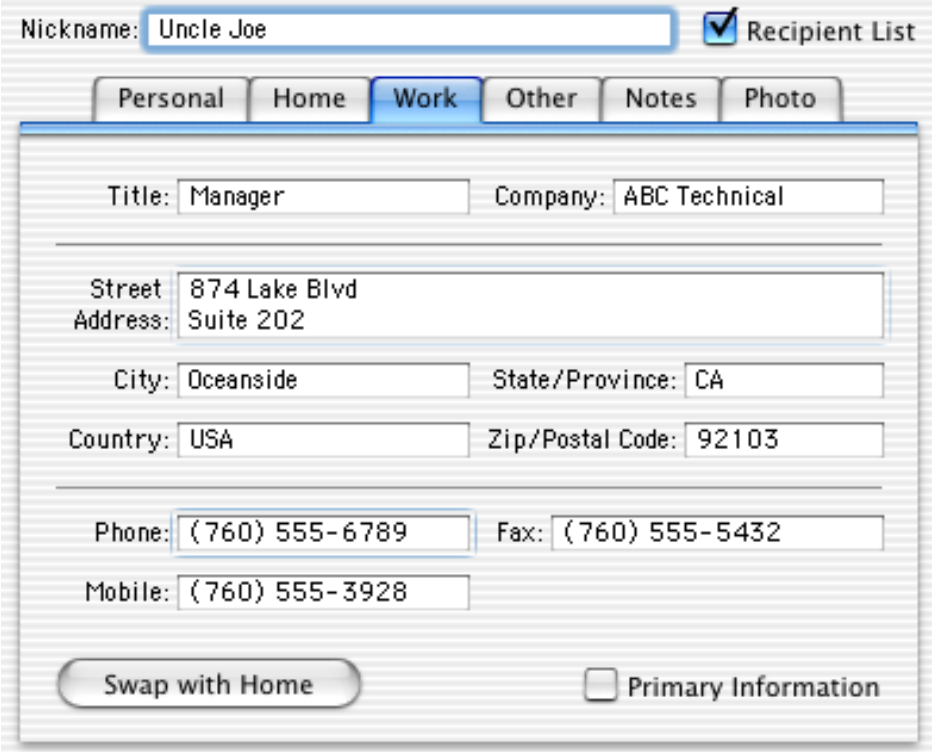
3. In this dialog, you can type postal information, phone numbers, and a web site address for this person. All fields are optional.
4. If you'd like to swap the Home and Work dialog information, click **Swap with Work**.
5. If the information listed here is this person's main information, check the **Primary Information** box.

To enter work information

1. Click the **Work** tab.

   The Work dialog appears.

   Address Book Work dialog



2. In this dialog, you can type the person's work information, including title, company name, postal address, phone numbers, and a web site address for this person's company. All fields are optional.

3. If you'd like to swap the Work and Home dialog information, click **Swap with Home**.

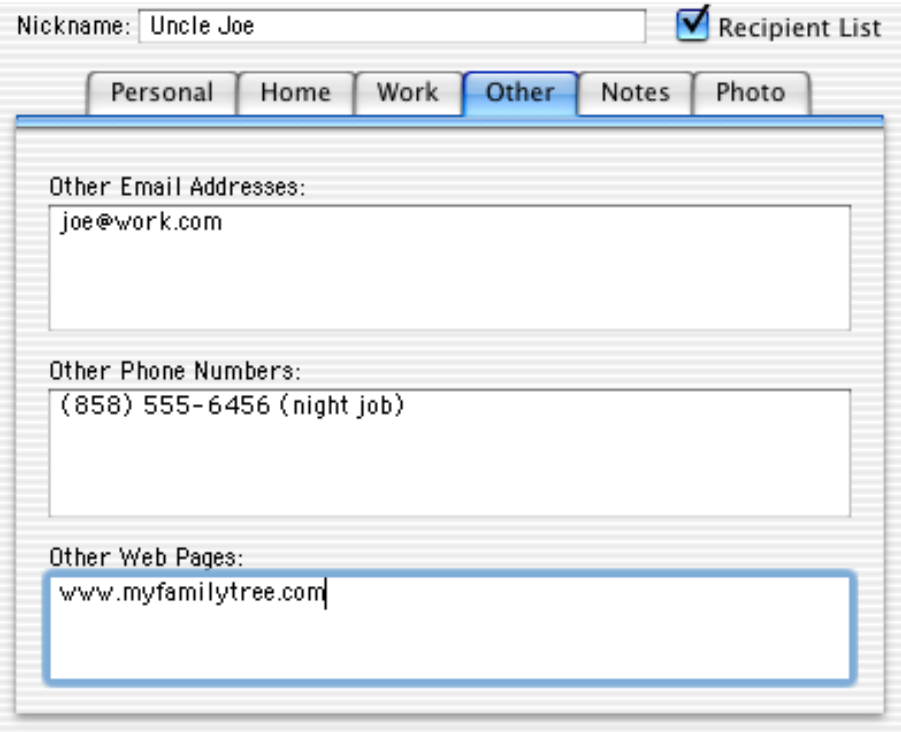
4. If the information listed here is this person's main work information, check the **Primary Information** box.

To enter other information

1. Click the **Other** tab.

   The Other dialog appears.

Address Book Other dialog



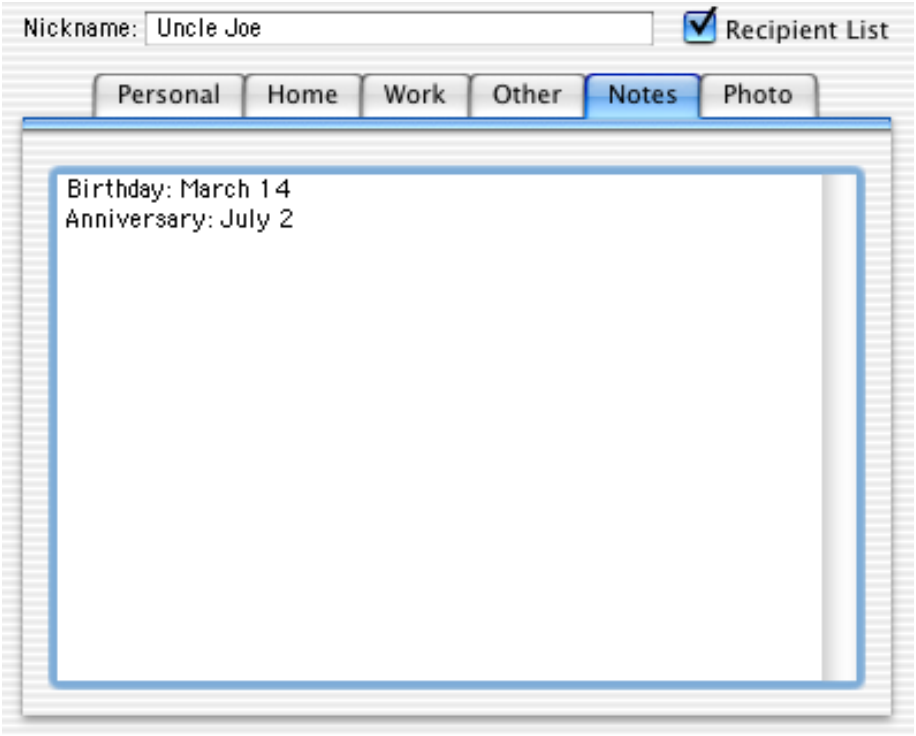
2. In this dialog, you can type other email addresses, phone numbers, and web site addresses for this person. All fields are optional.

To enter more information on this person

1. Click the **Notes** tab.

   The Notes dialog appears.

Address Book Notes dialog



2. In this dialog, you can type anything you want. This is good place to enter information such as the person's birthday and other important dates specific to this person.

To add a photo for this person, see Adding a Person's Photo to the Address Book on page 240.

To save your changes to the Address Book

- From the File menu, choose **Save** or press Command + S. Or if you close the Address Book, click **Save** in the warning dialog.

NOTE: If your Address Book has duplicate entries, Eudora recognizes only the topmost entry of the duplicates.

Changing, Moving, Saving, and Updating Entries

- To *modify* an Address Book entry, choose the entry from the list and edit the fields as appropriate.

NOTE: If you change a nickname, be sure to correct any entries that reference that nickname.

- To *move* an entry from one file to another, choose the entry and simply drag it to the destination file.
- To *save* your changes to the Address Book, choose **Save** or press Command + S. Or if you close the Address Book, click **Save** in the warning dialog.

NOTE: You can save address book entries in CSV format. This allows you to save the entire contents of your address book as a single CSV formatted file. With your address book open, from the File menu, choose Save As. The Save As dialog appears for you to save the .csv file. To save only selected address book entries, hold the Shift key down when selecting entries.

- To *refresh* and *update* your recipient list and address book, hold down the option key and open the address book (this rebuilds your address book's table of contents).

Deleting Entries

- To *remove* one or more Address Book entries, choose the address books from the list and click

.
- To *undo* the deletion, close the Address Book without saving and click Discard in the alert. (For multiple selections, use the Shift key to select items in sequence and the Command key to select items out of sequence.)
- To *remove* one or more nickname files, choose the nicknames from the list (use standard selection methods) and click

.

NOTE: You cannot remove the Eudora Nicknames file.

Accessing your Apple Address Book

This feature allows you to access your Apple Address Book from inside your Eudora Address Book. Any entries created in your Apple Address Book are available to you inside the Eudora Address Book.

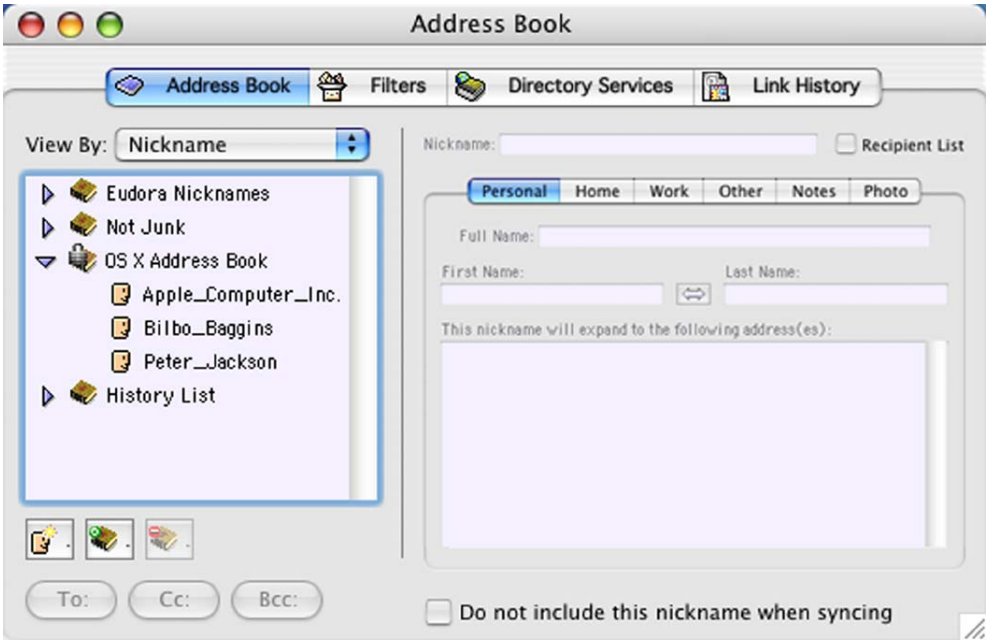
To activate the Apple Address book sync

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Address Book** icon.
3. Place a checkbox next to **Show OS X AddressBook**.

To use the OS X Address Book

1. From the Window menu, choose **Address Book**, or press Command + L, or click the Address Book icon on the main toolbar.

Address Book window



The OS X Address Book appears as a locked address book. You cannot make changes to the OS X Address Book in Eudora, but any changes you make in the Apple Address Book are reflected in Eudora.

TIP: The OS X Address Book (OS X 10.3 or higher) supports a "Nickname" custom field. If you use this field in the Address Book, Eudora uses the custom field to auto-populate the Nickname field.

Creating Your vCard

Eudora supports vCards, which are electronic business cards. You can create your very own vCard in your Eudora address book and attach it to an outgoing message. If someone sends you a vCard, you can drag it into your address book and create a new nickname record automatically.

To create vCard in your address book, you must perform two steps: turn on the vCard feature in the Settings dialog and set up a vCard record for yourself in you address book.

To create a vCard in your address book

1. From the Special menu, choose **Settings**.
2. Scroll and choose **Address Book**.

   The Address Book settings dialog appears.
3. In the Address Book Settings dialog, check the **Support vCard features in Eudora** box.
4. Click **OK**.
5. From the Window menu, choose **Address Book**.

   The Address Book opens.

   Notice that on the top of the nickname list is your name.
6. Highlight your name located on the top of the nickname list.
7. Enter the information that you want to appear on your vCard.
8. To save your vCard, from the File menu, choose **Save**.

   The vCard icon *appears to the left of your name.*

Attaching Your vCard to a Message

You can attach your vCard to any message you send. It will contain the information you entered on the Home panel in your address book.

To attach a vCard to a message

- In an open message, click the vCard button .

  The vCard appears in the Attachments field in the header with a .vcf extension.

Using a vCard to Create an Address Book Entry

If someone sends you a message with a vCard attached (usually with a .vcf extension), you can drag the attachment and create a new address book entry.

To create an address book entry from a vCard

- From an open message, drag the vCard into the selected address book within your opened Eudora address book. The person's name appears in the nickname list of that address book, and the vCard information appears.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the To:, Cc:, and Bcc: buttons.

To create a new message from the Address Book

1. In the Address Book entry list, choose the entry you want to address the message to. You can select multiple entries by holding down the Shift key to choose multiple entries in sequence, or the Command key to make non-sequential selections.
2. Click **To:**, **Cc:**, or **Bcc:** at the bottom of the Address Book.

A new composition window appears with the selected nickname(s) inserted in the recipient field.

NOTE: A quick way to open a message in the Address Book is to double-click an entry. A new message opens, and the selected nickname is inserted in the To: field.

Once the composition window appears, you can use any of the following methods to insert additional nicknames into the recipient fields (To:, Cc:, and Bcc:):

- Choose one or more entries in the Address Book entry list and click **To:**, **Cc:**, or **Bcc:**.
- Choose one or more entries in the entry list and drag the selected entries to one of the recipient fields.
- Choose one or more entries and double-click anywhere on the selection to add the nickname(s) to the To: field.

NOTE: Hold down the Shift key while clicking To:, Cc:, or Bcc**:** to keep the Address Book topmost, so you can continue addressing the message or work in the Address Book.

iChat

iChat is Apple's instant messaging software installed with Mac OS X.

Select a username that you wish to begin a chat session with. If the Address Book entry has an iChat account listed under the Home tab, the **iChat** button will be available next to the "To:", "Cc:", and "Bcc:" buttons.

Inserting Full Email Addresses rather than Nicknames
(Sponsored and Paid modes only)

If the *Expand nicknames immediately* option is turned on in the Composing Mail settings dialog, when you add a nickname to a recipient field using one of the above methods, the nickname is automatically expanded into the full email address(es) it contains.

If the *Expand nicknames immediately* option is turned off, you can still cause inserted nicknames to be immediately expanded into their full email addresses by using one of the following methods of addressing the message:

- Hold down the Option key while clicking **To:**, **Cc:**, or **Bcc:**.
- Drag one or more selected entries to the To:, Cc:, or Bcc: field.
- Hold down the Option key while double-clicking one or more selected entries (To: field only).

Make Address Book Entry Command

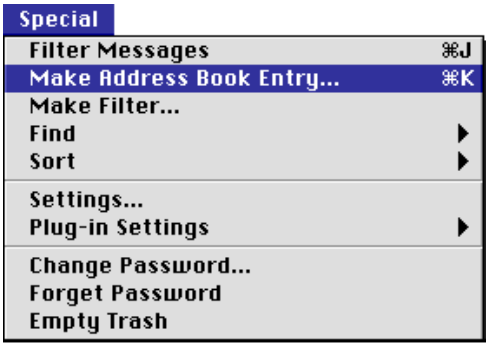
The Make Address Book Entry command is used to create entries in your Address Book and is especially helpful for making group entries. You can use this command from anywhere in Eudora, including open messages, open mailbox windows, the Address Book, and the Directory Services window.

Also, you can create Address Book entries anywhere in Eudora including open messages from the current selection by selecting the addresses you want, then holding down the Shift key and choosing *Make Address Book Entry From Selection* command from the Special menu.

To use the Make Address Book Entry command

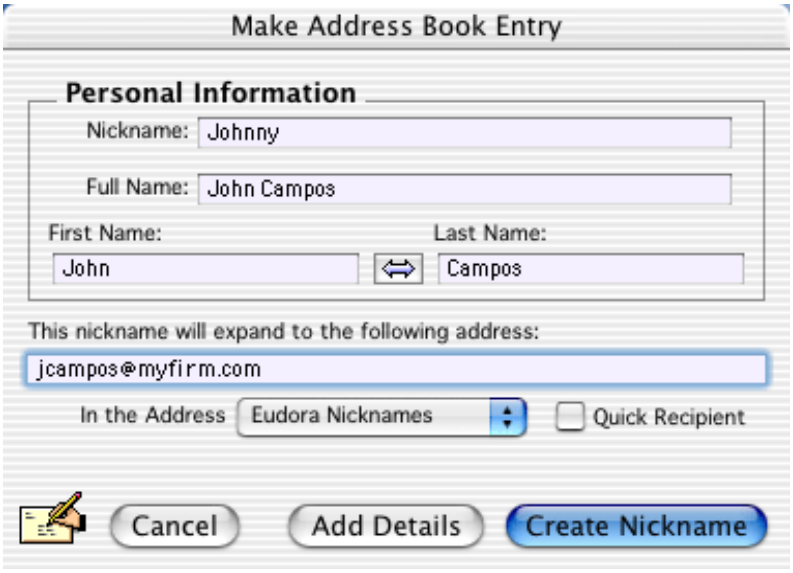
1. Choose one of the following:
   - In an open window, go to step 2.
   - In an open mailbox window, first select the message summary or summaries you want in the address book, then go to step 2.
2. From the Special menu, choose **Make Address Book Entry.**

Make Address Book Entry command



The Make Address Book Entry dialog appears.

Make Address Book Entry dialog



3. In the Nickname text box, Eudora enters the name in the email address or the message.

   NOTE: You can edit all fields in this dialog.

4. In the Full Name field, Eudora enters the full name as it appears in the email address of the message.

5. In the First Name and Last Name fields, Eudora enters the first and last name of the person as it appears in the email address or the message.

6. In the This nickname will expand to the following address field, Eudora enters the email address as it appears in the message.
    - If you choose multiple message summaries in the mailbox window, addresses are taken from each message and all are put in the new entry.
    - If the open or selected message is an outgoing message, the new entry will include all of the addresses in the To:, Cc:, and Bcc: fields.
    - If the open or selected message is an incoming message, the new entry will include the address in the From: field.
7. If you have more than one address book, in the In the Address Book popup, choose the address book in which you want to place this nickname. You cannot make a new address book using the “Make Address Book Entry” command.
8. If you want to put the nickname on your Recipient List, check the **Quick Recipient** box.
9. To open the Address Book to add more information, click **Add Details**.
10. When finished, click **Create Nickname**.

    The new entry is now in your address book.

NOTE: If your new nickname has the same name as an existing nickname, a prompt appears asking if you want to add the address(es) to the existing nickname or replace the existing nickname with the new address(es).

When you use the Make Address Book Entry command in an open message or mailbox window, Eudora uses your current Replying settings. If the “Reply to all By default” setting is turned on (or if it is not and you hold down the Option key when selecting Make Address Book Entry), the new entry will include all of the recipients of the message plus the sender. However, if the “Include yourself” setting is turned off and the current message is an incoming message, your address is not included in the new entry.

Creating a Group from the Address Book

You can take several of your existing nicknames and group them together under one composite nickname. For example, you can quickly combine your Family, Friends, and School nicknames under a composite nickname called Everybody. The Everybody entry contains the nicknames Family, Friends, and School, rather than their expanded email addresses. However, if you address a new outgoing message to Everybody, it will be sent to all of the email addresses contained in the Family, Friends, and School entries.

To make entries from the Address Book

1. From the Window menu, choose **Address Book**. Or, if the Address Book is in a group of tabbed windows, click its tab.

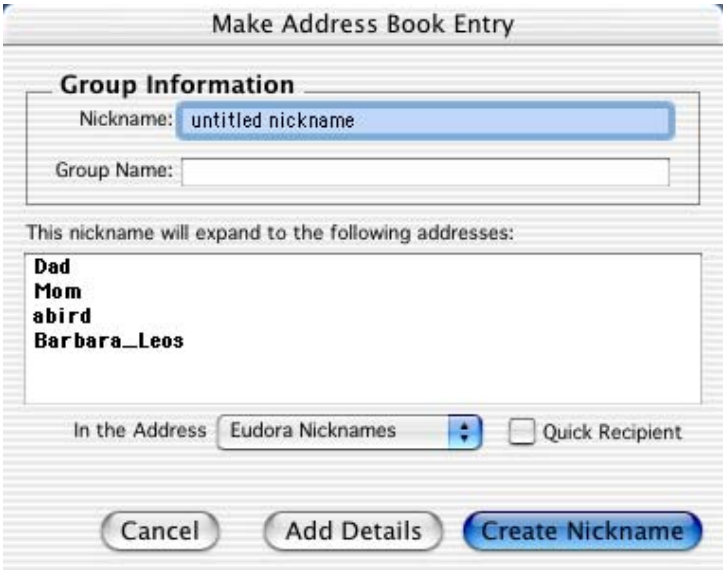
   The Address Book window appears.

2. Choose several different entries in the entry list (hold down the Shift key to select multiple entries in sequence, or the Command key to make nonsequential selections).

3. From the Special menu, choose **Make Address Book Entry**.

   The Make Address Book Entry dialog appears.

   Make Address Book Entry



4. In the Nickname text box, type a nickname for the new entry.

5. In the Group Name field, type a descriptive name for this group.

6. In the *This nickname will expand to the following address* field, Eudora displays the nicknames you selected from the Address Book. You may add more nicknames and email addresses if you'd like.

7. If you have more than one address book, in the "In address book" popup, choose the address book in which you want to place this group.

8. If you want to put the group on your Recipient List, check the **Quick Recipient** box.

9. To open the Address Book to add more information, click **Add Details**.

10. When finished, click **Create Nickname**.

The new group is now in your address book.

NOTE: If your new group has the same name as an existing group name, a prompt appears asking if you want to add the address(es) to the existing name or replace the existing name with the new address(es).

Finish Address Book Entry Command
(Sponsored and Paid modes only)

By using the Finish Address Book Entry command, Eudora will complete the nickname entry you begin to enter in the To:, Cc:, or Bcc: field.

To use the Finish Address Book Entry command to complete a nickname in your message

1. In the To:, Cc:, or Bcc: field, type a unique portion of the nickname.
2. From the Edit menu, choose **Finish Address Book Entry**.

   The nickname popup list for that letter appears.
3. Choose the desired nickname from the list.

To insert the real addresses for the entry instead of the nickname

- Hold down the Option key and from the Edit menu, choose **Finish & Expand Address Book Entry**. (The nickname popup list appears if you have several nicknames beginning with the same letter.)

  To set this auto-expansion to happen all the time (so that you don't have to hold down the Option key), check the **Expand nicknames immediately** box in the Composing Mail settings.

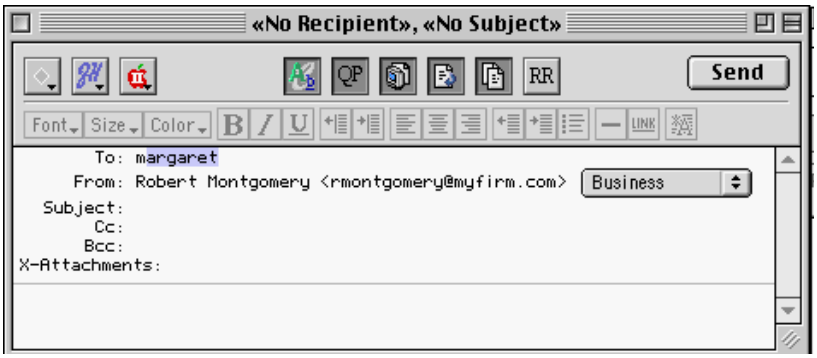
For an alternate way to complete nicknames, see the next section, *Using Automatic Nickname Completion*.

Using Automatic Nickname Completion
(Sponsored and Paid modes only)

Similar to the *Finish Address Book Entry* command, nickname auto-completion lets you enter a portion of an Address Book nickname in the To:, Cc:, or Bcc: field and has Eudora automatically complete the nickname. Press Return or Enter, and the email address for the nickname appears (provided the *Expand nicknames immediately* function is turned on in the Composing Mail settings.

In the following example, you want to send a message to Margaret. You need to have entered the nickname “margaret” and her email address in your Address Book. In the To: field, type **m** (the feature is case-insensitive), and Eudora completes the name. If you have more than one nickname beginning with M in your Address Book, you can select the desired nickname using the nickname popup menu (press Command + , to display the menu). You can go through the list using the up and down arrow keys. All nicknames in the To:, Cc:, and Bcc: fields are shown in bold to indicate that they are nicknames previously entered in the Address Book.

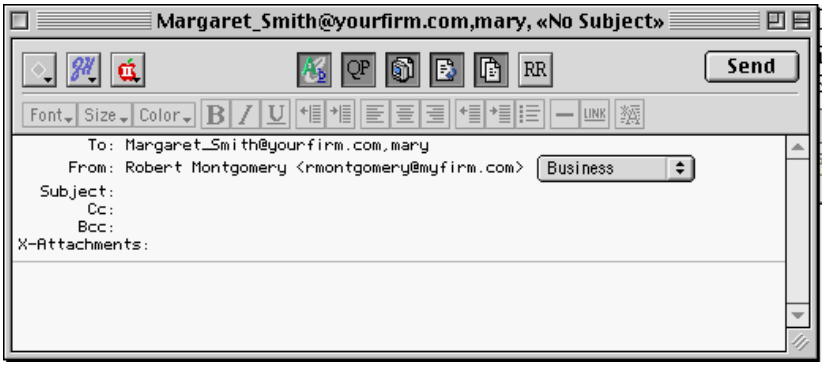
Nickname auto-completion in a new message



NOTE: If you have only a Margaret and a Mary as nicknames in your Address Book, Eudora completes the first alphabetical name. So if you type **m**, Margaret appears first.

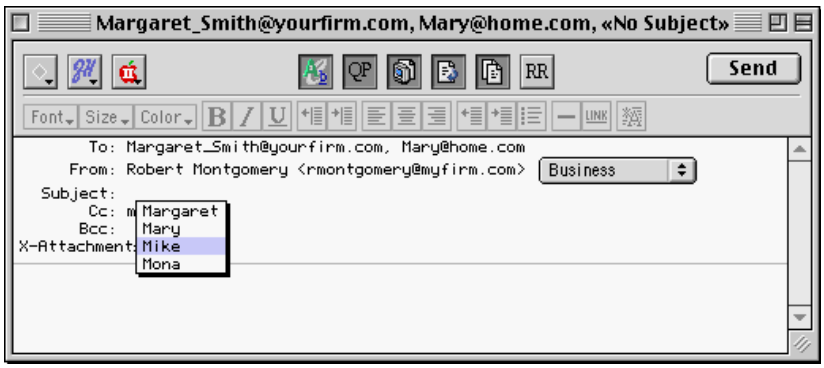
To complete the nickname, press **Return** or **Enter**. If you press comma (**,**), Eudora expands the address and adds a comma at the end of the address so you can add another recipient’s nickname, as shown in the following example.

Nickname auto-completion after pressing the comma key



If you have several nicknames that begin with M, it may be better for you to display the nickname popup menu and select the nickname you want. In the example below, suppose you want to Cc Mike on your message. Type **m** and press Command + **,** (comma). The nickname popup menu appears.

Nickname auto-completion popup menu



- Select the nickname using the mouse pointer or arrow keys.
- To cancel without selecting a nickname, click outside the popup or press **esc** (**Escape**) or **Delete**.
- To complete the nickname's address, press **Return** or **Enter**.

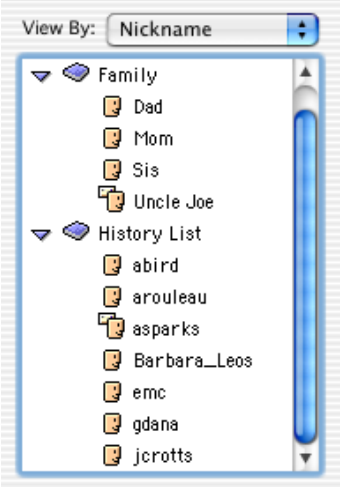
To turn the nickname auto-completion feature off

1. From the Special menu, choose **Settings**.
2. Scroll down the Settings category icons and choose **Composing Mail**.
3. Deselect the **Auto-complete Nicknames** box. To turn the feature on, just check the box.
4. When finished, click **OK**.

Using the Recipient History List (Sponsored and Paid modes only)

A history list of all recipients of your messages now resides in your address book as an address book. The history file consists of names and email addresses of people you have previously sent, forwarded, or replied to messages within Eudora. When you send messages to these people again, their email names and addresses are included in the automatic nickname completion list.

Sample History List in the Address book



Auto-completion allows you to enter a portion of a name in the To:, Cc:, or Bcc: field, and Eudora automatically completes the name for you. Just start typing and Eudora attempts to complete the name. If multiple recipients match the text you've entered, press Command + , (comma) to display a list of names from both your history file and address book. Select the correct name, and the name and email address appear in the field.

Using Nicknames that were Not Created by Eudora

To use a nickname text file (.txt) that was not created in Eudora, place the file in the **Nicknames Folder** in your Eudora Folder (located in your System or Documents Folder) and be sure the format is correct: one nickname on each line with the word "alias," a space, the nickname, a space, and the real address. For example:

```
alias joe joe@wow.com
```

If you show aliases, list them at the top of the file and list notes at the bottom of the file. You cannot mix aliases and notes.

Here's the general format:

```
alias nickname user@company.com
note nickname
<name:realName><address:postalAddressLine1 postalAddressLine2
postalAddressLine3><phone:phoneNumber><fax:faxNumber>noteField
```

And here's an example, using "joe" above:

```
alias joe joe@wow.com
note joe
<name:Joe Doakes><address:Wow Inc. 1234 Main St. Anytown,
CA><phone:(714) 555-1212><fax:(714) 555-1234>This is Joe D. at Wow,
supplier for left-handed widgets.
```

Quit and restart Eudora to see your new entries in the Address Book.

Saving Your Entries to a File

To save your Address Book entries as a text clipping with tab-delimited entries

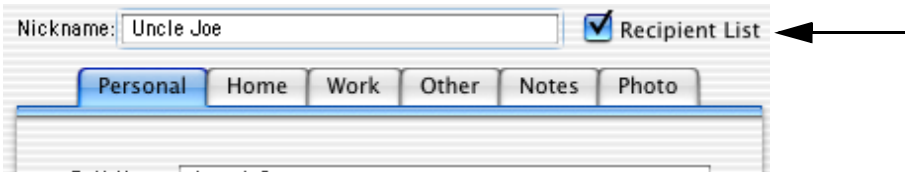
- Select the entries you want and hold down the Option key while dragging them to Macintosh's Finder.

  To save them as a text clipping with the standard nickname format, use the same process but do not hold down the Option key.

Using the Recipient List

The Recipient List contains the nicknames of recipients to whom you often send mail. A nickname appears on this list if you have checked the *Recipient List* box in the Address Book entry for that nickname.

Recipient List checkbox in the Address Book



To open a new message and have it automatically addressed to someone on your Recipient List (the item is entered in the To: field), select the nickname from any of these three submenus found in the Message menu:

- **New Message To** — Opens a new message and addresses it to the selected nickname
- **Forward To** — Forwards the current message(s) to the selected nickname
- **Redirect To** — Redirects the current message(s) to the selected nickname

To insert a recipient's nickname into a message that you have already

opened

1. Move the cursor to where you want the nickname.
2. From the Edit menu, choose **Insert Recipient**.

   The Insert Recipient submenu appears.
3. From the Insert Recipient submenu, choose the nickname.

To insert the real address(es) instead of the nickname

1. Hold down the Option key and from the Edit menu, choose **Insert & Expand Recipient**.

   The Insert & Expand Recipient submenu appears.
2. From the Insert & Expand Recipient submenu, choose the nickname.

To set this to happen all the time (so that you don't have to hold down the Option key), turn on the *Expand nicknames immediately* option in the Composing Mail settings (see Composing Mail on page 329).

You can add more than one nickname from the Recipient List to the To:, Cc:, and Bcc: fields of any message. If you add the nicknames by selecting them from the Insert Recipient submenu (or Insert & Expand Recipient), Eudora automatically adds commas where necessary.

Including Nicknames on the Recipient List

To include a nickname on the Recipient List

1. From the Window menu, choose **Address Book** or press Command + L. Or, if the Address Book is in a group of tabbed windows, click its tab.
2. Choose the appropriate Address Book entry from the list and check the **Recipient List** box (next to the Nickname field).

The nickname for the selected entry is added to the Recipient List. If you change a nickname or remove an entry, the Recipient List is updated as appropriate. For more details on this list, see Using the Recipient List on page 261.

To add multiple nicknames to the Recipient List

- Choose the desired entries (using multiple selection methods) and check the **Recipient List** box.

To remove one or more nicknames from the Recipient List

- Choose the appropriate Address Book entry or entries from the list and uncheck the **Recipient List** box.

Note that checking and unchecking the *Recipient List* box performs the add/remove operation to the Recipient List automatically, without requiring you to save the change in the Address Book. However, if you make other changes to your Address Book during the same session, you will need to save them.

Nicknames on the Recipient List are available from:

- The Insert Recipient submenu under the Edit menu
- The New Message To, Forward To, and Redirect To submenus under the Message menu

Exporting the Address Book

The contents of the Eudora Address Book can be exported to a Comma Separated Value (CSV) text file. CSV text files can be converted or imported into other formats.

With the Address Book open, go to File: Save As: to export the Address Book.

Syncing the Address Book with Your Palm Device

Eudora now includes a conduit to synchronize your Eudora address book on your desktop computer with the address book database in your Palm handheld computer. This process synchronizes your Eudora Nicknames file with your Palm address book entries.

NOTE: If you have multiple copies of Eudora installed and running on your computer, you can synchronize the Palm handheld with only one of them.

WARNING: You must have version 2.6 of the Palm HotSync software installed on your computer. If you have an older version, you can download the latest version from the Palm Computing web site at < http://www.palm.com/support/macintosh/>. Also, the Address Book Conduit will work only with version Eudora 5.1 or later.

There are three tasks you need to perform before you can synchronize Eudora's address book with your Palm address book entries:

- Make a back up of your Eudora Nickname file and folder.
- Install the conduit.
- Configure the conduit.

Consider the following issues when synchronizing:

- Eudora must be running. If Eudora is not running, the conduit will launch Eudora. You can adjust this behavior in the Conduit Settings window in your Palm Desktop software.
- Make sure the Address Book window is closed and saved before doing a HotSync operation.
- Modifying the Eudora Address Book during a HotSync will cause the HotSync operation to fail.
- New Palm address book entries are copied into your Eudora Nicknames file.

Making a Backup of Your Eudora Nickname File and Folder

It is recommended that you make a backup of your Eudora Nickname file and folder on your desktop computer just in case the results of the sync are not what you expect.

To make a backup of your Eudora Nickname file and folder

1. Find the Eudora Folder on your Macintosh.
2. Make a copy of the Eudora Nicknames file and the Nicknames Folder and move it to another location. This is your backup copy. You can use this copy of the HotSync operation if it does not produce the results you want.

Installing the Eudora Address Book Conduit

Before you can sync with Eudora, you need to install the Eudora Address book conduit in the Palm ‘s desktop Conduits folder.

To install the conduit

1. On your Macintosh, locate the **Palm Desktop Software** folder. This is the folder that contains the active copy of the Serial Port Monitor. It will be inside of the folder installed by the Palm desktop software.
2. Place the Eudora Address Book conduit into the conduits folder. The conduit is included as a separate entity when you download Eudora.
3. From Palm’s Conduit folder, remove Palm’s Address Book conduit or any other conduit that syncs address books.

   OR

   From the HotSync menu, choose **Conduit Settings**. Palm’s HotSync software allows you to disable duplicate conduits.

   The Eudora Address Book conduit is installed.

Configuring the Eudora Address Book Conduit

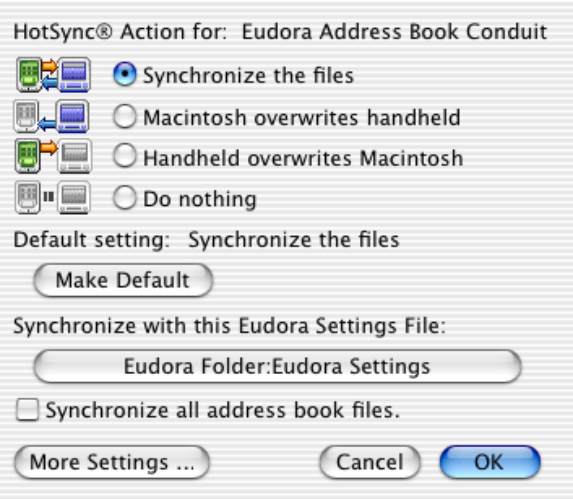
After you install the Eudora Address Book conduit, you should configure how you want to use the Eudora Address Book conduit.

To configure the conduit

1. Launch your **Palm Desktop** software.
2. From the Palm Desktop software menu, choose **Conduit Settings**.

   The Palm’s Conduit Settings dialog appears.

Conduit Settings dialog



3. Click the button you wish to determine what kind of synchronization will be done the next time you perform a HotSync.

   Following is a description of the options:

   - **Synchronize the files** will synchronize all address book entries on both your Palm device and desktop computer.
   - **Macintosh overwrites handheld** will replace all of your Palm's address book entries with your Eudora address book entries.
   - **Handheld overwrites Macintosh** will replace all of your address book entries in Eudora with your Palm's address book entries.
   - **Do Nothing** disables the Eudora Address Book conduit.

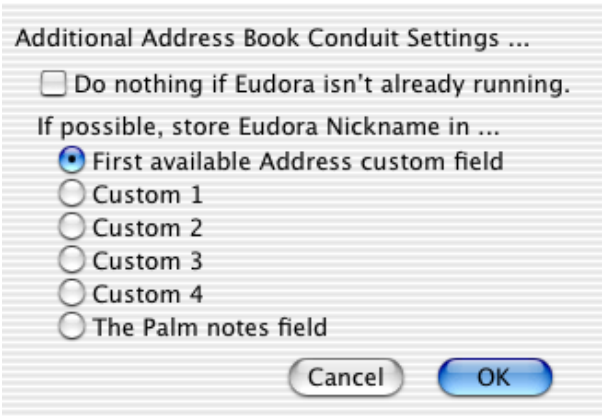
4. To choose the currently selected HotSync action as the default, click **Make Default**.

5. To locate a certain Eudora settings file you would like the conduit to synchronize with, click the long button under **Synchronize with this Eudora Settings File**. If you fail to do this step, the conduit will use whatever copy of Eudora is running the first time you perform a HotSync operation. This option is useful if you need to change which instance of Eudora the conduit syncs with.

6. To tell the conduit to synchronize all of your address books files in Eudora, and not just the Eudora Nickname files, check the **Synchronize all address book files** box. By default, only your Eudora Nicknames file is synchronized.

7. If you're using one or more of the Custom fields available in the Palm Address Book or want finer control over the synchronization process, you may want to see some additional settings. The More Settings button will give you access to a few other esoteric conduit settings:

Additional Address Book Conduit Settings dialog



Check the **Do Nothing if Eudora isn't already running** box if you'd like the conduit to not launch Eudora each time a HotSync is performed, and synchronize only when Eudora is already open and running.

Choose the other buttons to tell the conduit where to store the Eudora nickname when saving Eudora contacts to the palm. Since the Palm Address Book doesn't have a field to store a nickname in a contact, the conduit will attempt to use the first available Custom field. The radio buttons will allow you to configure to conduit to save the Eudora nickname in a specific location.

8. Click **OK**.

   The Eudora Address Book conduit is now configured.

Syncing to Eudora and Palm

To sync to Eudora and Palm

1. Launch Eudora.
2. On your Palm cradle, press the **HotSync** button. The conduit will automatically configure itself to sync with the running copy of Eudora if it needs to. Otherwise, the selected HotSync operation will be performed.

The entries in your Eudora Address Books are added to the address database on your Palm device, and the address book entries on your Palm will be added to your Eudora Nickname file.

NOTE: You can sync all address book entries, not just ones you have changed by doing a “slow sync.” Do a slow sync by holding down the shift key before the conduit starts up. Do a slow sync if there are contacts on either the Palm device or in Eudora that aren’t being synced. This will result in duplicates, but it will insure that every contact is copied to both your computer and your Palm device.

Using Directory Services

What Are Directory Services?

Directory services are electronic white and yellow phone book-style services that lets you search for people on the Internet or in your organization's intranet.

Typically when you want to look someone up, you want to find out their email address, and perhaps their city or county, state or province, country, phone number, organization, title, and maybe their full name even if you only know part of it.

Eudora lets you search for people on the Internet and local intranets using three directory service protocols:

- **Ph**
- **LDAP** (Lightweight Directory Access Protocol)
- **Finger**

To use any of these directory service protocols, and thereby use the directory services available to you on the Internet or within your organization, you must first enter the default servers that will provide these services in your Hosts settings, which is shown in the next section: Specifying Your Default Lookup Servers on page 270.

The instructions in this chapter are the basic instructions for performing Internet and intranet lookups in Eudora. For more details on how to use the Ph and Finger protocols when performing lookups, see your email administrator or your Internet Service Provider (ISP).

For detailed instructions on how to perform Internet and intranet lookups using LDAP in Eudora, see the separate document "Using LDAP in Eudora." This document is installed as an online manual, in PDF format, in the Documentation Folder.

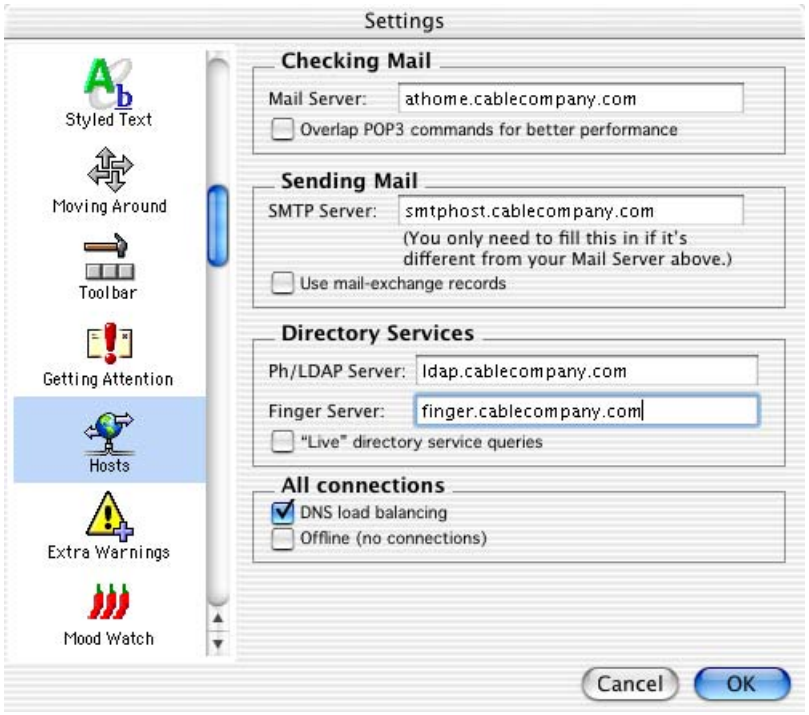
Specifying Your Default Lookup Servers

To specify your default lookup servers

1. From the Special menu, choose **Settings**. Scroll through the list of icons and choose Hosts.

   The Hosts Setting dialog appears.

   Hosts settings with sample server entries



   The Mail field should contain the name of your incoming mail server. This is the POP or IMAP server that receives the mail that people send you.

   The SMTP field should contain the name of your outgoing mail server, which is the server that processes your mail when you send it out.

   If your email administrator or your ISP instructed you to leave this field blank, it's because your SMTP server resides on the same computer as your incoming mail server. In that case, Eudora uses the server name in your Mail field as the location of both your incoming (POP or IMAP) and outgoing (SMTP) servers.

2. In the Directory Services field, enter the name of a host computer that will be providing you either the Ph or the LDAP service. In the example, an LDAP server name has been entered. Many organizations have their own Ph and LDAP servers, and there are a number of public Ph and LDAP servers out on the Internet that you can use to look people up. You can enter either a Ph server name or an LDAP server name in this field, and you can change the server name at any time while using Eudora.
3. (Optional) In the Finger field, you can enter the name of a host computer that will provide your Finger service. However, if you leave this field blank, Eudora will use the server you've entered in the SMTP field as the server that will provide your Finger service. And if you've left the SMTP field blank as well, Eudora will use the server named in the Mail field.
4. When you have finished entering your server names in the text fields, click **OK** to save the changes and close the dialog.

   NOTE: Ask your email administrator or your ISP to provide you the server names for the Directory Services and Finger fields. You can also use the Globe icon in the Directory Services window to find other lookup servers, as discussed later in this section.

   See Hosts on page 358 for more information.

   If you are upgrading from an earlier version of Eudora, the servers you used for your Ph (or LDAP) and Finger services are carried over into your new Hosts settings.

Searching for Someone

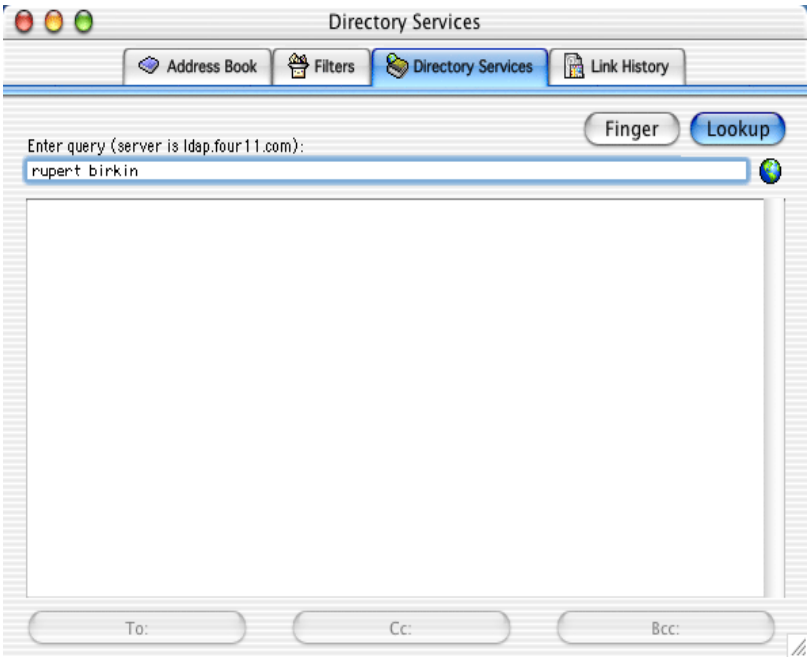
NOTE: If you are using Eudora in Light mode, you cannot perform multiple or simultaneous searches.

To search for someone on the Internet or your local intranet

1. From the Window menu, choose **Directory Services** or press Command + Y. Or if the Directory Services window is in a group of tabbed windows, click its tab.

   The Directory Services window appears.

Directory Services window with sample entry



2. In the Enter query field, type the name of the person you are looking for, or associated information in the format allowed by the current server's protocol (the current server is shown in parentheses after the Enter query label).

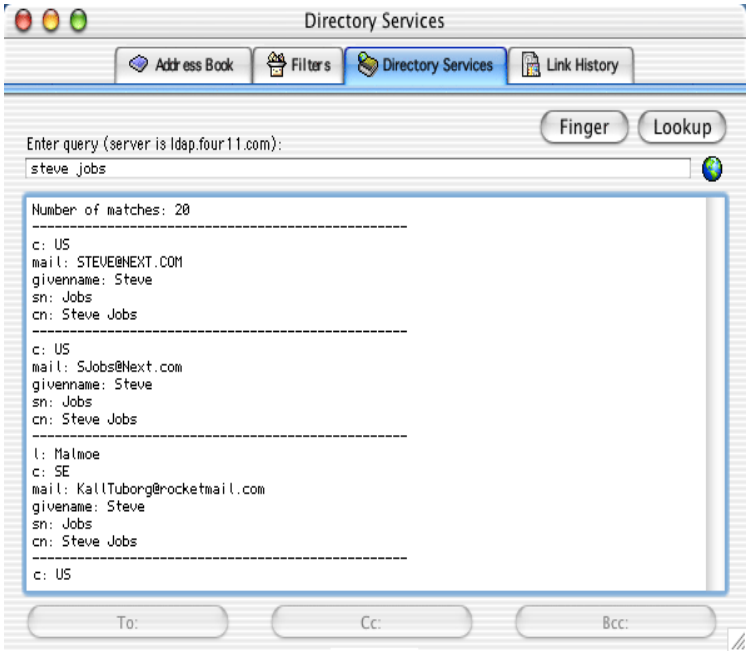
   - Using Ph, you can enter the person's first name, last name, first and last name, email address, or any Ph command except login commands or commands that require login. (Administrators: For information about the Ph server source code, see Sources on page 418.)
   - Using LDAP, you can enter last name only, first and last names, and other information. For advanced instructions on using LDAP in Eudora, see the separate document "Using LDAP in Eudora," installed as a PDF file in your Documentation Folder, under your System or Documents Folder.
   - Using Finger, enter your query in the form `name@domain`. If you leave out the `@domain` part, Eudora supplies the "@" sign followed by the name of your Finger server, as specified in the Finger field of the Hosts settings, or as specified in the SMTP field if the Finger field is blank. So if your Finger server name is of the form `xxx` and you enter a query of name, Eudora converts the query to `name@xxx`

3. For a Ph or LDAP lookup, click **Lookup**. For a Finger lookup, click **Finger**.

   The query is sent to your Ph, LDAP, or Finger server, and the results returned by the server appear in the lower section of the window, the large area under the Enter query field. Scroll bars are provided to let you scroll through long results.

NOTE: To stop a query at any time, press the Escape key (Esc), or press Command + . (period).

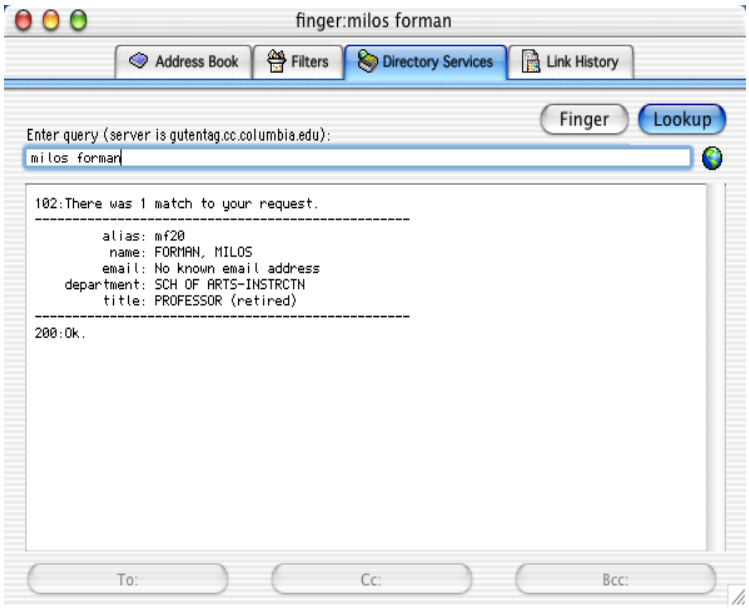
Results of an LDAP query from a public server



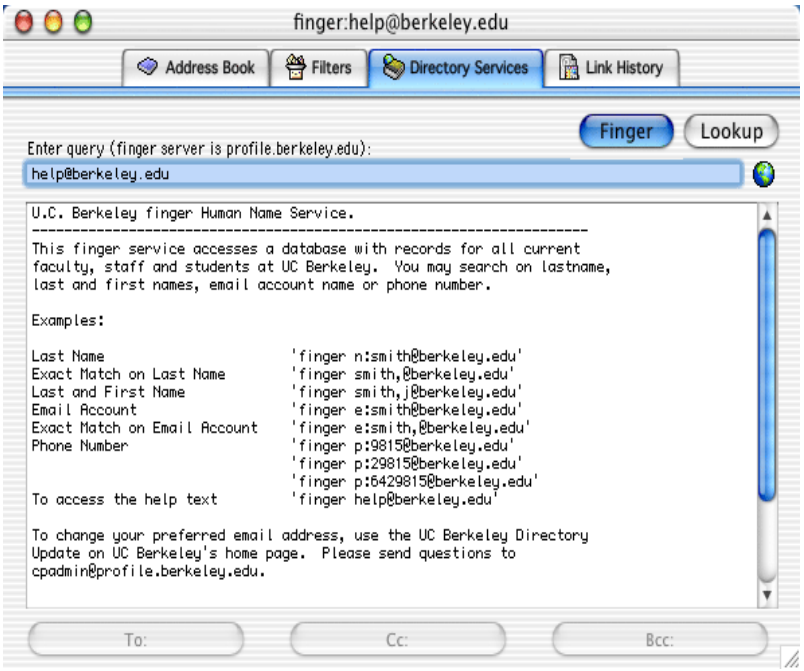
NOTE: Results may vary from server to server, even within the same protocol (e.g., LDAP). You can use the tab key to cycle through the entries that have email addresses.

4. Work with your query results if desired. See the following sections.

Results of a Ph query from a public server



Results of a Finger query


finger:help@berkeley.edu
Address Book
Filters
Directory Services
Link History
Finger
Lookup
Enter query (finger server is profile.berkeley.edu):
help@berkeley.edu
U.C. Berkeley finger Human Name Service.
This finger service accesses a database with records for all current
faculty, staff and students at UC Berkeley. You may search on lastname,
last and first names, email account name or phone number.
Examples:
Last Name 'finger n:smith@berkeley.edu'
Exact Match on Last Name 'finger smith,@berkeley.edu'
Last and First Name 'finger smith,j@berkeley.edu'
Email Account 'finger e:smith@berkeley.edu'
Exact Match on Email Account 'finger e:smith,@berkeley.edu'
Phone Number 'finger p:9815@berkeley.edu'
'finger p:29815@berkeley.edu'
'finger p:6429815@berkeley.edu'
To access the help text 'finger help@berkeley.edu'
To change your preferred email address, use the UC Berkeley Directory
Update on UC Berkeley's home page. Please send questions to
cpadmin@profile.berkeley.edu.
To:
Cc:
Bcc:

Keeping the Connection Open to Your Lookup Server for “Live” Queries

If you turn on the “ ‘Live’ directory service queries” option in the Hosts settings dialog (see Specifying Your Default Lookup Servers on page 270), the following occurs:

- The connection with your current Ph or LDAP server (shown in parentheses after the Enter query field label) is kept open. Your queries are automatically sent to the server when you pause after typing the query text in the Enter query field. If you type some text, pause, and then get too many matches, continue typing more characters in your query string to narrow the search.

NOTE: The “live” query feature is not available for Finger queries.

Performing Turbo Searches on Selected Text

To perform a rapid automatic search on text selected anywhere in Eudora (including the Directory Services window)

1. From anywhere in Eudora, select the text that you want to use as your directory services query string.

NOTE: If you don't select text in the current message, the turbo lookup occurs on the message's sender.

2. Hold down the Shift key and choose **Directory Services** from the Window menu or press Shift + Command + Y. (You can also hold down Shift and click the Directory Services toolbar button, or hold down Shift and click the window's tab if it is an inactive window in an open tabbed window group.)

The Directory Services window appears, and the selected text is entered in the Enter query field. The query is sent to your default Ph or LDAP server, and the results are returned in the results area of the Directory Services window.

NOTE: The server queried for turbo lookups is the Ph or LDAP server entered in the Directory Services field of your Hosts settings dialog. The Turbo Lookup feature is not available for Finger queries. See Hosts on page 358 for more information.

Addressing a Message from Your Query Results

After you have performed a Ph or LDAP query and have obtained the results in the Directory Services window, you can now either open and address a new message to one of the records in the results, or you can add the address(es) from one or more records to a new composition message already open.

NOTE: After performing a Finger query, you can only address open messages with your results, and only via drag and drop, as described later.

To open and address a new message based on your Ph or LDAP query results

1. Make sure there are no outgoing messages already open.
2. Perform the Ph or LDAP query in the Directory Services window.
3. Choose a record from the results returned by the server.
4. At the bottom of the Directory Services window, click the To:, Cc:, or Bcc: button.

A new outgoing message is opened, and the email address in the selected record is entered in the recipient field corresponding to the button you clicked. The real name, if there is one, is also entered. If the record contains multiple addresses, all of the addresses (and their real names) are entered.

To add an address from your Ph or LDAP query results to a message that is already open

1. Make sure the message you want to address is active (on top).
2. From the Window menu, choose **Directory Services**, or press Command + Y. (Or click the toolbar button or the window tab as discussed earlier.)
3. Perform the Ph or LDAP query.
4. Choose a record from the results returned by the server.
5. Click the To:, Cc:, or Bcc: button at the bottom of the window.

The email address in the selected record is added to the recipient field of the current message corresponding to the button you clicked. The real name, if any, is also entered. If the record contains multiple addresses, all of them (and their associated real names) are entered in the recipient field.

TIP: You can also drag a selected address from your query results—Ph, LDAP, or Finger—and drop it into any recipient field of an open new message window.

NOTE: You cannot use the To:, Cc:, and Bcc: buttons with Finger query results.

Making Address Book Entries

After you have performed a Ph or LDAP query and have obtained the results in the Directory Services window, you can make a new address book entry from your query results (Ph or LDAP only).

To add a new address book entry based on your Ph or LDAP query results

1. Perform the Ph or LDAP query in the Directory Services window.
2. Choose a record from the results returned by the server.
3. From the Special menu, choose **Make Address Book Entry**.

   The New Nickname dialog appears.
4. Enter a nickname and other information for this entry.

   For more information on entering nicknames in the address book, see Adding a Person to the Address Book on page 237.

You can also highlight one or more addresses in the results. Just hold down the Shift key and choose Make Address Book Entry from the Special menu.

NOTE: The Make Address Book Entry command is not available for use with Finger query results.

Making Entries from the Current Selection

To make entries from the current selection:

1. From anywhere in Eudora, including an open message, highlight the addresses you want.
2. Hold down the Shift key and from the Special menu, choose **Make Address Book Entry From Selection**.

   The New Nickname dialog appears.
3. Enter the nickname and other information for this entry.
4. The new entry's Address(es) field will include all of the addresses that you selected.

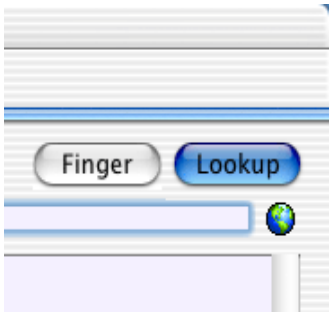
Finding and Using Lookup Servers from Around the World

Although you have entered directory servers in your Host settings, you can also access many servers on the Internet through Eudora. Some Ph and LDAP servers keep a list of other Ph and LDAP servers available on the Internet. While this is not always a complete list of every Ph and LDAP server on the Internet, you can gain access to the available servers.

In the open Directory Services window, the *current* server, also called the *active* server, is the server listed in parentheses to the right of the Enter query field label. This may or may not be your default lookup server, depending on what server you have used for your most recent lookup.

To get the list of Ph and LDAP servers from the current server, click the globe icon in the open Directory Services window. As shown in the figure, this icon is located to the right of the Enter query field, and under the Lookup button.

Directory Services window showing globe icon



Click the globe icon to get a list of lookup servers from the current server

A list of Ph and LDAP servers appears in the results area.

To perform a query on one of the listed servers:

- Hold down the Command key and click the server URL or just double-click the URL.

NOTE: If you go from a Ph server to an LDAP server or vice versa, you will need to use the rules of the new protocol when you submit queries.

Here are the items you will generally see in a server list returned when you click the Globe icon:

- Configured server—This is your default Ph or LDAP lookup server in the Directory Services field of your Hosts settings. See Hosts on page 358.
- Servers used recently—This is a list of the Ph and LDAP lookup servers you have used most recently to perform directory service lookups.
- Ph servers (untitled)—This is a list of Ph servers on the Internet that you can use to perform Ph queries.
- LDAP servers—This is a list of public LDAP servers available to you on the Internet to perform LDAP queries. For more information on LDAP servers, both public and private, and how to use them, see the separate document “Using LDAP in Eudora”, installed as a PDF file in your Documentation Folder.

The Ph server list can be long (200 items or so).

To return everything in the server list except the Ph servers

- Hold down the Shift key and click the **Globe** icon.

The resulting list will contain the Configured server, the Servers used recently, and the LDAP servers, but not the Ph servers.

When you Command-click or double-click any of the server URLs in the server list, that server becomes the current server (shown in parentheses after the Enter query label), and remains current until you close the Directory Services window or go to a different server.

When you click the Globe, the current server is queried for the server list. If you change servers and click the Globe, the new server is queried for the list. For example, if your current server is Cornell's Ph server and you click the Globe icon, you will get one server list. If you then make UC Berkeley's Ph server your current server and click the Globe icon, you may get a different server list.

To look up servers on `ph.qualcomm.com`, which contain a list of directory servers

- Press the Option key and click the globe.

Using Menu Commands

This section describes Eudora's menu commands. Each menu and submenu is illustrated, and each command is described. Additional commands are available by pressing Option and/or the Shift while opening a menu. These are called modifiers. See Modifiers on page 310 for more information. The modifier keys are displayed in brackets [ ].

There are eight menu titles on the Eudora menu bar: File, Edit, Mailbox, Message, Transfer, Special, Window, and Help. The Apple menu also has two Eudora-related commands when Eudora is the active application.

Depending on what you are doing at a particular time, a given command may or may not be available. This can also depend on the current state of Eudora's settings. If a command is unavailable for the current operation, it is "greyed out" (dimmed) on the menu. For example, if the insertion point is currently in the header of a new open message, the Edit menu's Text submenu is dimmed; you cannot apply text styles to header text. Similarly, if an incoming message is not currently open or selected, the Message menu's Reply command is dimmed; you cannot use the Reply command. (You also cannot reply to an outgoing message.)

Apple Eudora Menu

The Apple Eudora menu lets you open items and view information on the currently active application or program.

When Eudora is the currently active application, there are several Eudora-related commands on the Apple Eudora menu.

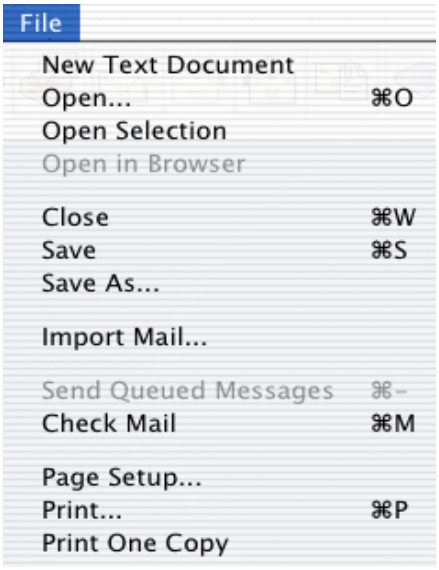
Eudora commands on the Apple Eudora menu

Choose this command	This happens...
About Eudora...	Displays the Eudora Email splash screen, which contains information on this version of Eudora. Also, Registration information (name and number) are included. Click **Credits**, then **More Credits**, to view a full listing of the QUALCOMM personnel who worked on the Eudora program. Click **Visit Web Site** to open your default web browser and go to QUALCOMM's Eudora web site. Click **OK** to close the splash screen.
About Message Plug-ins...	Displays a dialog that lists your installed message plug-ins, by icon and name. Although you can select each item, you cannot perform any operation on it from the dialog. Scroll bars appear to let you scroll through a long list. Click **OK** to close the dialog. For more information on message plug-ins, see "Using Eudora Plug-ins" in the "General Reference" chapter in the online user manual.

File Menu

This menu provides basic file and mail functions.

File menu



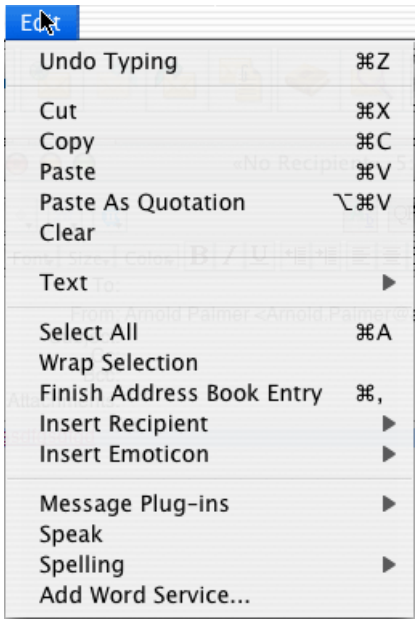
Choose this command	This happens...
New Text Document	Creates a new plain text document. The format in which the document will be saved is determined by the text editing application selected in the **TEXT files belong to** option of the Attachments settings.
Open...	Opens a plain text file, mailbox file, or Eudora Settings file.
Open Selection	Opens the selected (highlighted) item: a message summary, a converted attachment, a URL, or, from the Mailboxes window, a mailbox.
Open in Browser	Opens the selected (highlighted) message summary, or the currently open message, in your World Wide Web browser. Used for enhanced display of messages containing HTML-formatted text (e.g., Web pages a correspondent has sent you via email).
Close	Closes the currently open Eudora window.
Close All [Option]	Closes all open Eudora windows.
Save	Saves the changes to the currently open Eudora window.

Choose this command	This happens...
Save All [Option]	Saves the changes to all open Eudora windows.
Save As...	Saves the currently open message, or selected message summaries, to a plain text file. Or, saves the currently open or selected outgoing message(s) to a stationery file. Or, saves the currently open plain text file with a new name.
Import Mail...	Opens the Import Mail dialog box. You can import mail, address book, and settings from Outlook Express.
Send Queued Messages	Sends all messages that are queued for delivery in your Out box (marked with a “Q” in the Status column of the message summary).
Send Messages Specially... [Option]	Displays the Mail Transfer Options dialog so that you can send messages from any or all of your personalities with special transfer instructions for the server.
Check Mail	Retrieves new mail from the incoming mail server associated with your Dominant personality (email account). (Mail for alternate personalities is checked depending on your settings in the Personalities settings for each personality.)
Check Mail Specially... [Option]	Displays the Mail Transfer Options dialog so that you can check mail for any or all of your personalities with special storage and transfer instructions for the server.
Page Setup...	Sets your printing options, e.g., paper size and orientation.
Print...	Prints the currently open message or plain text file, the currently selected message(s) in a mailbox window, or other open windows in Eudora (such as the Address Book).
Print Selection... [Shift]	Print the selected text only.
Print One Copy	Print one copy of the currently open message or selected message summaries, bypassing the Print dialog.
Quit	Quits (exits) the Eudora application.

Edit Menu

This menu provides text editing tools.

Edit menu



Choose this command	This happens...
Undo/Redo	**Undo:** Reverses the last action taken. **Redo:** Re-perform the action that has been undone.
Cut	Deletes the selected text and place it on the Clipboard.
Copy	Copies the selected text and place it on the Clipboard.
Copy & Unwrap [Option]	Copies the selected text to the Clipboard but remove the carriage returns at the end of each line.
Copy Without Styles [Shift]	Copies the selected text to the Clipboard but remove all style information.
Copy Without Styles & Unwrap [Shift+Option]	Copies the selected text to the Clipboard but remove all style information and remove the carriage returns at the end of each line.

Choose this command	This happens...
Paste	Inserts the contents of the Clipboard at the current cursor position (insertion point).
Paste Without Styles [Shift]	Inserts the contents of the Clipboard at the current cursor position (insertion point), but inserts it as plain text only, removing any style information.
Paste As Quotation	Inserts the contents of the Clipboard at the current cursor position (insertion point), but inserts it as quoted (excerpted) text, with a continuous excerpt bar (sidebar) at the left.
Clear	Deletes the selected text, or detaches from the outgoing message the attachment selected in the **X-Attachments** field.
Text	*Submenu.* Applies text styles to the selected text or paragraph or to the text beginning at the insertion point or the paragraph containing the insertion point. See the figure and table below for more details on the commands on this submenu.
Text [Option]	Displays the **Completely Plain** command on the Text submenu. This command removes all styles from the current or selected text. See the following section for more details.
Select All	Selects everything in the current message window, mailbox window, or other window (e.g., Mailboxes window).
Wrap Selection	Inserts carriage returns at the end of each line of the selected text, as appropriate. This results in approximately 76 characters per line.
Unwrap Selection [Option]	Removes the carriage returns at the end of each line of the selected text.
Finish Address Book Entry	(Sponsored and Paid modes only) After you have typed the first few letters of a nickname, Eudora finishes the nickname for you.
Finish & Expand Address Book Entry [Option]	(Sponsored and Paid modes only) After you have typed the first few letters of a nickname, Eudora finishes the nickname for you and then replaces it with the real address(es) associated with that nickname.
Insert Recipient	*Submenu.* Insert the quick recipient nickname selected from this submenu, along with commas, if necessary, to separate it from other addresses or nicknames. **Note:** If there are no nicknames on your Quick Recipient List, this submenu contains only the item **No_Quick_Recipients_Defined**. See Using the Recipient List on page 261 for more details.

Choose this command	This happens...
Insert & Expand Recipient [Option]	*Submenu.* Inserts the quick recipient nickname selected from this submenu, and expands the nickname into its associated real address(es), including commas where necessary.
Insert Emoticon	*Submenu.* Selects one of the emoticon graphics from this submenu to insert into your message.
Message Plug-ins	*Submenu.* Selects one of the message plug-in operations from this submenu to modify the text in an incoming or outgoing message or to otherwise perform message-related operations on the current message. You can also use the **About Message Plug-ins...** command on the **Apple** menu to see what message plug-ins you have installed. For more details, see “Using Eudora Plug-ins” in the “General Reference” chapter in the online user manual.
Speak	(Sponsored and Paid modes only) Allows highlighted message(s) in a mailbox’s message summary list or an open message to be read to you aloud.
Spelling	(Sponsored and Paid modes only) *Submenu.* Uses the commands on this submenu to instruct Eudora’s built-in spelling checker to check the spelling of a message, text file, signature file, or stationery file, or the selected text. For more details, see the last entry in this table, and also see Checking Your Spelling (Sponsored and Paid modes only) on page 52.
Add Word Service...	Add AppleEvent-aware word processing functions to the **Edit** menu.

Text Submenu

The Text submenu under the Edit menu lets you apply text styles to selected text and the insertion point in composition messages, text files, signature files, and stationery files.

Text submenu

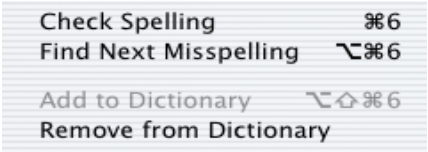
Choose this command	This happens...
Plain, Bold, Italic, Underline	Applies the selected style to the selected text or to text typed beginning at the insertion point.
Completely Plain [Option]	Removes all style information from the selected text (or the insertion point) and returns it to plain text in the default font and size.
Quote, Unquote	(Sponsored and Paid modes only) **Quote:** Adds one level of quoting (excerpt bars or sidebars) to the selected text or paragraph or to the paragraph containing the insertion point. **Unquote:** Removes one level of quoting.
Left, Center, Right	(Sponsored and Paid modes only) Aligns the paragraph(s) containing the selected text or the insertion point to the left margin, the center, or the right margin.

Choose this command	This happens...
Margins	(Sponsored and Paid modes only) *Submenu.* Applies the specified margin or formatting to the paragraph(s) containing the selected text or the insertion point. **Normal** applies the normal margin, flush left with the left side of the message (if alignment is also **Left**). **Indent** indents one level. **Indent 2**, **Indent 3**, and **Indent 4** indent the specified number of levels. **With Bullets** converts the selected paragraphs or the current paragraph to a bulleted list, but this option is only available if the **Send styled mail with** option in the Styled Text settings is set to **HTML**.
Color	(Sponsored and Paid modes only) *Submenu.* Applies the specified color to the selected text or the insertion point. The options are **No Color** (black by default), **Red**, **Green**, **Blue**, **Yellow**, and **Brown**.
Font	*Submenu.* Applies the specified font to the selected text or the insertion point. The options are all fonts installed and available on your system.
Size	*Submenu.* Applies the specified size to the selected text or the insertion point. Options are **Smallest**, **Smaller**, **Small**, **Normal**, **Big**, **Bigger**, and **Biggest**. These settings *do not* correspond to specific point sizes, and what your recipient sees may depend on the default font size set in their email software. For example, **Normal** may be 12 points on your system but 14 or 18 points on your recipient's.
Insert Horizontal Rule	(Sponsored and Paid modes only) Inserts a horizontal separator line at or above the current cursor position. This command is only available if the **Send styled mail with** option in the Styled Text settings is set to **HTML**.
Insert Graphic...	(Sponsored and Paid modes only) Inserts a picture (graphic file) in message text at the current cursor position. This command is only available if the **Send styled mail with** option in the Styled Text settings is set to **HTML**.
Link to URL...	(Sponsored and Paid modes only) Converts the selected text to a hyperlink to a URL. You specify the URL when prompted. This command is only available if the **Send styled mail with** option in the Styled Text settings is set to **HTML** and text in the message is selected.

Spelling Submenu
(Sponsored and Paid modes only)

The Spelling submenu under the Edit menu lets you use Eudora's built-in spelling checker to check your spelling in composition messages, text files, signature files, and stationery message files. For more details, see Checking Your Spelling (Sponsored and Paid modes only) on page 52.

Spelling submenu

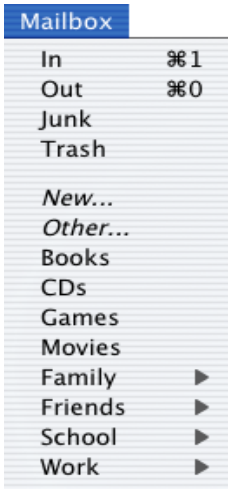


Choose this command	This happens...
Check Spelling	Checks the spelling in the current message or the text, signature, or stationery file. Misspellings are highlighted in the window.
Find Next Misspelling	Finds the next misspelling in the spell-checked message or file. This command is only available following a spelling check.
Add to Dictionary	Adds the selected word, which has been marked as a misspelling, to your User Dictionary.
Remove from Dictionary	Removes the selected word, which is *not* marked as a misspelling, from your User Dictionary. (This action adds the word to your User Anti-Dictionary.)
[Suggested Corrections]	If you have displayed the Spelling submenu following a spelling check and while a word marked as a misspelling is selected, Eudora lists on this submenu, under the other commands, its suggestions for the correct spelling of the misspelled word. If Eudora has no suggestions in its dictionary, however, no suggestions are listed on this submenu.

Mailbox Menu

This menu lets you open a mailbox, or bring an open mailbox to the front, and also create new mailboxes.

Mailbox menu



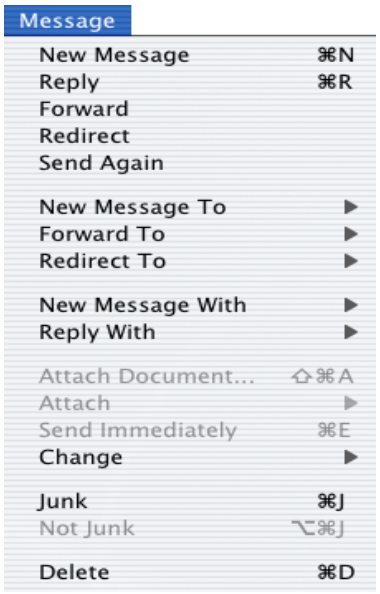
Choose this command	This happens...
In	Opens the mailbox where incoming messages are stored until they are deleted or transferred to another mailbox.
Out	Opens the mailbox where messages you compose are stored, where queued messages are held until actually sent, and where copies of sent messages may initially be stored.
Junk	Opens the Junk mailbox where Junk messages are stored if SpamWatch is enabled.
Trash	Opens the mailbox where deleted messages are stored.
New...	Displays the New Mailbox dialog to create a new mailbox. **Note:** The **New...** command also appears on all folder submenus (POP and IMAP), in which case the mailbox is created within that folder (see below).
Other...	Opens a mailbox that is not stored in your Eudora Folder (within your Documents folder), and add an alias for that mailbox to the Mailbox and Transfer menus. This alias is deleted when you quit Eudora. **Note:** The **Other...** command also appears on all folder submenus (POP only, not IMAP), in which case the mailbox alias is stored in that folder and is *not* deleted when you quit Eudora; it remains there until you actively delete it from the Mailboxes window.

Choose this command	This happens...
[Your Mailboxes]	Opens the selected mailbox that you have created.
[Your Folders]	Selects a mailbox from any of the folders or subfolders you have created to open that mailbox. Or, select **New...** or (POP only) **Other...**, as described above.
[IMAP Account root folders]	If your email account is stored on an IMAP server, or if you have multiple personalities and the incoming mail server for one or more of them uses IMAP (**Server Configuration** is set to **IMAP** in the Personality Extras settings), your IMAP account root folders are listed here after your POP account mailboxes and folders (if you have a POP account). Eudora lists one IMAP root folder for each IMAP personality you have set up. The folder name is the personality name of that IMAP personality. Select a mailbox from any of your IMAP folders or subfolders to open that IMAP mailbox. Or, select **New...** to create a new mailbox within the account, folder, or subfolder, as described above. For more details, see Managing Your Mail on the IMAP Server on page 106.

Message Menu

This menu lets you create, send, and delete messages, as well as add attachments and also change certain properties of a message.

Message menu



Choose this command	This happens...
New Message	Opens a new message composition window so that you can create a new message and send it.
Reply	Replies to the sender of the currently open or selected message. If **Reply to all By default** is turned on in the Replying settings, then you must hold down the **Option** key to display this command.
Reply To All [Option]	Replies to the sender and all of the original recipients of the currently open or selected message. If **Reply to all By default** is turned on in the Replying settings, you do not need to hold down the **Option** key.
Reply Quoting Selection [Shift]	Replies to the sender only, and instead of quoting the entire message, quote only the text you've selected from the original message. If **Reply to all By default** is turned on in the Replying settings, then you must hold down both the **Shift** and **Option** keys to display this command.
Reply Quoting Selection To All [Shift+Option]	Replies to the sender and all of the original recipients, and instead of quoting the entire message, quotes only the text you've selected from the original message. If **Reply to all By default** is turned on in the Replying settings, you only need hold down the **Shift** key, not also the **Option** key.
Forward	Sends a copy of the currently open or selected message to someone else. The entire message is quoted, including the header.
Redirect	Sends a copy of the currently open or selected message to someone else, but uses the original sender's address as the return address. That way, if your recipient responds to the message, the response goes to the original sender rather than you. This is a message "handoff." It says, "I got this message but it really should have gone to you. Here it is, and now I'm out of the loop." Note that the text is not quoted, and only the message body is included.
Send Again	Resends a message that has been rejected by the mail system. Eudora reformats the message for you to make it look just as it did when you first sent it. You can also use this command to resend any message and thereby save typing: you can resend a long message to another recipient, or send a different message to the same long list of recipients. In this sense, **Send Again** lets you treat any message like a stationery file.
New Message To	*Submenu.* Sends a new message to someone on your Quick Recipient List. This submenu lists all of the nicknames on your Quick Recipient List. Selecting a nickname creates a new message addressed to that nickname or the individual(s) represented by it. For more details, see Using the Recipient List on page 261.

Choose this command	This happens...
Forward To	*Submenu.* Sends a copy of the currently open or selected message to someone on your Quick Recipient List.
Redirect To	*Submenu.* Sends a copy of the currently open or selected message to someone on your Quick Recipient List, but uses the original sender's address as the return address. If **Turbo redirect by default** is turned on in the Miscellaneous settings, you need to hold down the **Option** key to display this submenu title.
Turbo Redirect To [Option]	*Submenu.* Performs a "turbo redirect" to someone on your Quick Recipient List: redirect the currently open or selected message to the selected nickname, queues the redirected message in your Out box, and deletes the original message, all in one step. If **Turbo redirect by default** is turned on in the Miscellaneous settings, you do not need to hold down the **Option** key.
Turbo Redirect Without Delete to [Shift+Option]	*Submenu.* Performs a turbo redirect (as above) to someone on your Quick Recipient List, but does not delete the original message. If **Turbo redirect by default** is turned on in the Miscellaneous settings, hold down just the **Shift** key (without the **Option** key).
New Message With	(Sponsored and Paid modes only) *Submenu.* Creates a new message that is formatted using the selected stationery file. This submenu provides a handy way to use stationery.
Reply With	(Sponsored and Paid modes only) *Submenu.* Replies to the sender of the currently open or selected message, and formats the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying settings, you must hold down the **Option** key to display this submenu title. This submenu and its variants provide a handy way to create replies that use stationery.
Reply To All With [Option]	*Submenu.* Replies to the sender and all of the original recipients of the currently open or selected message, and formats the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying settings, you do not need to hold down the **Option** key.
Reply Quoting Selection With [Shift]	*Submenu.* Replies to the sender of the currently open or selected message, quote only the text you've selected from the original message, and formats the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying settings, you must hold down both the **Shift** and **Option** keys to display this submenu title.
Reply Quoting Selection To All With [Shift+Option]	*Submenu.* Replies to the sender and all of the original recipients of the currently open or selected message, quotes only the text you've selected from the original message, and formats the reply using the selected stationery. If **Reply to all By default** is turned on in the Replying settings, just hold down the **Shift** key (without the **Option** key).

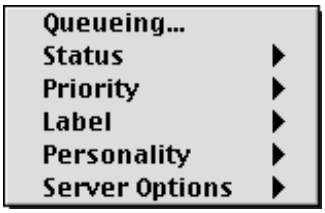
Choose this command	This happens...
Attach Document...	Displays a file selection dialog to select a Macintosh document file or application file that will be attached to and sent with the message you are composing. Also used to insert the contents of a text file into the message you are composing.
Attach	*Submenu.* The items on this submenu correspond to your installed message plug-ins that create attachments. Select one of the items to use that plug-in to create a special file that will be attached to and sent with the message you are composing. For example, the PureVoice plug-in lets you create a voice recording that you can attach to and send with your message. See “Using Eudora Plug-ins” in the “General Reference” chapter in the online user manual.
Send Immediately	Sends the currently open or selected composition message right now. A selected message must have the Queued or Sendable status. This command appears only if the **Immediate send** option is turned on in the Sending Mail settings.
Queue For Delivery	Queues the currently open or selected composition message in your Out box (marking it with a “Q” in the Status column), so that it is ready for sending the next time queued messages are sent. A selected message must have the Sendable status. This command appears only if the **Immediate send** option is turned off in the Sending Mail settings (it replaces **Send Immediately**, above).
Change Queueing... [Option]	Displays the Change Queueing dialog so that you can change the send or queue status of the currently open or selected outgoing message. This command appears in place of **Send Immediately** or **Queue For Delivery**, depending on whether **Immediate send** is turned on or off in the Sending Mail settings.
Change	*Submenu.* Changes any of the following properties of the currently open or selected message: queueing, status, priority, label, personality, or server options. See the separate section below for more details. Note that the **Status**, **Priority**, **Label**, and **Server Options** submenus under this submenu correspond to the column popup menus for the corresponding columns in an open mailbox window or a Search window with the Results pane visible. For an outgoing message, the **Personality** submenu corresponds to the **Personality** popup in the **From** field of an outgoing message.
Junk	(Paid mode only) Transfer the message to the Junk mailbox.
Not Junk	(Paid mode only) Filters the message out of the Junk mailbox to the designated mailbox. If the message does not match any filter criteria, the message is transferred to the In box.
Delete	Transfers the currently open or selected message into the Trash mailbox.

Choose this command	This happens...
Nuke [Shift+Option]	Permanently removes the currently open or selected message from your Macintosh without first transferring it to the Trash mailbox. If the message has attachments, these are moved into the Finder Trash. **Caution:** Nuked messages cannot be recovered! (You *can* recover their attachments, however, before emptying the Finder Trash.)

Change Submenu

The Change submenu under the Message menu lets you change certain properties of the currently open or selected message.

Change submenu



The **Status**, **Priority**, **Label**, and **Server Options** submenus under this submenu correspond to the column popup menus for those columns in a mailbox window or Search window (Results pane). The **Personality** submenu corresponds to the **Personality** popup in the **From** field of an outgoing message only.

Choose this command	This happens...
Queueing...	Displays the Change Queueing dialog in order to change the send or queue status of the currently open or selected outgoing message. Similar to **Change Queueing...** accessed directly under the Message menu when you hold down the **Option** key (see the previous table).
Status	*Submenu.* Changes the status of the currently open or selected message (incoming or outgoing). Options are **Unread**, **Read**, **Replied**, **Forwarded**, **Redirected**, **Recovered**, **Unsendable**, **Sendable**, **Queued**, **Timed Queue**, **Sent**, **Unsent**, **Transfer Error**, and **Being Sent**. (Some of these actions are not selectable.) For more details on the various status values a message can have, see Status Column on page 139.

Choose this command	This happens...
Priority	*Submenu.* Changes the priority of the currently open or selected message. Options are **Highest**, **High**, **Normal**, **Low**, **Lowest**, **Raise** (raises the priority by one level), and **Lower** (lowers the priority by one level). For more details on priority values, see Priority Column on page 140 and also see Setting the Message Priority on page 38. You can also change the priority of an open message (incoming or outgoing) from the **Priority** popup on the icon bar of the open message window.
Label	*Submenu.* Changes the label of the currently open or selected message. Select one of the 15 defined labels, or select **None** for no label. For more details on label values, see Label Column on page 141, and also see Mailbox Display on page 345.
Personality	(Sponsored and Paid modes only) *Submenu.* Changes the personality associated with the currently open or selected message. Select **«Dominant»** or any of your alternate personalities. **Note:** This submenu appears only if you have more than one personality set up in Eudora.
Server Options	*Submenu.* For the currently open or selected message, changes the action that the POP or IMAP server will perform on the server's copy of the message the next time mail is checked from that server. The commands on this submenu differ according to whether the message is stored on a POP or IMAP server. See the separate sections below for more details.

Server Options Submenu

The commands on this submenu control what is done to the copy of the currently open or selected message the next time mail is checked from that server. Different commands are shown on this submenu depending on whether the server copy of the current message is stored on a POP or IMAP server. Both variations of the submenu are shown below.

For more details on the POP versions of these commands, see Server Status Column on page 143 and Managing Your Mail on the POP Server on page 98. IMAP users, see Managing Your Mail on the IMAP Server on page 106 for details on the IMAP versions of these commands.

Server Options submenu for POP (left) and IMAP servers

Choose this command	This happens...
Do Nothing	The next time mail is checked, don't do anything with the message on the POP server; don't fetch it, don't delete it.
Fetch from Server	The next time mail is checked, download the entire message from the POP server.
Delete from Server	The next time mail is checked, delete the message from the POP server.
Fetch & Delete	The next time mail is checked, download the entire message from the POP server and delete the message from the POP server.
Fetch Message Text	Immediately download from the IMAP server the entire text of the message, including the message header and the message body.
Fetch Attachments	Immediately download from the IMAP server all attachment files that are attached to this message.
Mark as Deleted	Immediately mark this message on the IMAP server as deleted.
Remove Cached Contents	Immediately remove the message from your local cache (in the IMAP Folder), but leave the original message on the IMAP server.

Transfer Menu

This menu lets you transfer the currently open message, or the currently selected message summaries in a mailbox window, to another mailbox.

NOTE: If you hold down the Option key while transferring the message(s), a copy of the message is placed in the destination mailbox, and the original message is left where it is.

Transfer menu

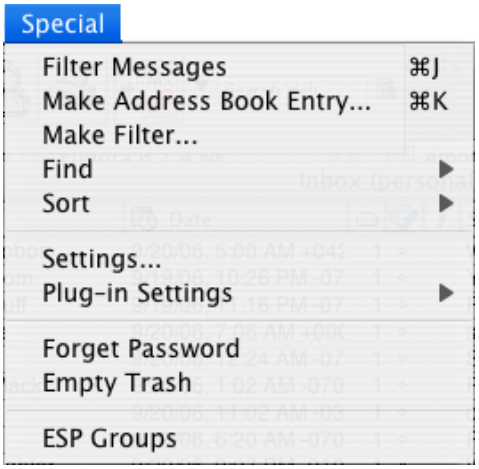
Choose this command	This happens...
In	Transfers the current message(s) to the In mailbox.
Out	Transfers the current message(s) to the Out mailbox.
Junk	Transfers the current message(s) to the Junk mailbox.
Trash	Transfers the current message(s) to the Trash mailbox.
New...	Displays the New Mailbox dialog to create a new mailbox, then transfers the current message(s) into that mailbox. **NOTE:** If **New...** is selected from a folder submenu, the new mailbox is created in that folder.

Choose this command	This happens...
Other...	Transfers the current message(s) to a mailbox that is not stored in your Eudora Folder (within your System or Documents Folder) and adds an alias for that mailbox to the Transfer and Mailbox menus. This alias is deleted when you quit Eudora. **Note:** If you select **Other...** from a folder submenu (POP only), then the mailbox alias is stored in that folder and is not deleted when you quit Eudora: it remains there until you actively delete it.
[Your Mailboxes]	Transfers the current message(s) to the selected mailbox that you have created.
[Your Folders]	Transfers the current message(s) to the selected mailbox stored in the folder or subfolder you have created. Or, select **New...** or (POP only) **Other...**, as described above.
[IMAP Mailboxes and Folders]	Transfers the current message(s) to the selected IMAP mailbox, or select **New...** as described above. See Mailbox Menu on page 290 for more details, and see Managing Your Mail on the IMAP Server on page 106 for the rules governing IMAP-to-IMAP and POP-to-IMAP, as well as IMAP-to-POP, transfers.

Special Menu

This menu lets you perform a variety of maintenance and other special tasks in Eudora.

Special menu



Choose this command	This happens...
Filter Messages	Filters the currently open message or selected message summaries against all manual filters in your filters list. Manual filters are those for which the **Manual** checkbox is checked in the **Match** area of the Filters window for that filter, or in the **Match** area of the Make Filter dialog when you created that filter. See Filtering Messages on page 172 for more details.
Make Address Book Entry...	Creates an entry in your Address Book (a nickname) containing the address(es) in the open or selected message(s) or other window where this command is available. See the chapter Using the Address Book on page 235 for more details.
Make Address Book Entry From Selection... [Shift]	Creates an entry in your Address Book (a nickname) containing the selected address(es). See the above-cited chapter for more details.
Make Filter...	Opens the Make Filter dialog to create a simple transfer filter using the information in the currently open or selected message(s). See Filtering Messages on page 172 for more details.
Find	*Submenu.* The **Find** commands on this submenu let you look for a text string in a currently open window (not just message windows but other windows as well). The **Search** commands open a Search window so you can perform more advanced searching for specific information in messages across a wide range of mailboxes and mail folders. For more details, see the separate section below and Finding and Searching on page 196.
Sort	*Submenu.* Sorts the message summaries in an open mailbox window, or in the Results pane of a Search window, in ascending order by the selected column. You can also select **Group Subjects** to turn on and off the grouping of messages by subject to create conversational “threads” such as those seen in Internet newsreaders. For more details, see Sorting Messages on page 188. Note that the **by Mailbox** option is available only in a Search window, with the Results pane active.
Sort Descending [Option]	*Submenu.* Same as the item immediately above, but sort the messages in reverse order by the selected column, descending rather than ascending.
Settings...	Opens the Settings dialog so that you can modify your Eudora settings. For complete descriptions of all Eudora settings, see Setting Eudora Preferences on page 320.

Choose this command	This happens...
Plug-in Settings	*Submenu.* This submenu lists your installed message plug-ins that have settings you can configure. Selecting an item opens a settings dialog for that plug-in. Modify the settings as desired, then click **OK** to save your changes or **Cancel** to discard them. For more details, see “Using Eudora Plug-ins” in the “General Reference” chapter in the online user manual. To see a listing of all your installed message plug-ins, select **About Message Plug-ins...** from the **Apple** menu, but note that this list may be a mixture of message plug-ins with settings and those without.
Forget Password	Makes Eudora forget your password so that your mail cannot be checked without re-entry of your password. That is, the next time you or someone else attempts to check your mail, you (or they) will be prompted for your account password. This is useful if you should step away from your desk and are concerned about others checking and reading your mail without your knowledge or authorization.
Forget Password for Selected Personalities	Makes Eudora forget your password for each of the personalities currently selected in the open Personalities window, so that mail cannot be checked for those personalities without re-entry of the appropriate password. This protects you from unauthorized checking and reading of your mail by others who might have access to your computer. This command appears only on the **Special** menu if the Personalities window is open and one or more personality items are selected in the list.
Empty Trash	Deletes all messages from the Trash mailbox. These messages are permanently removed from your Macintosh. **Note:** If you have one or more IMAP accounts, and at least one of them has a Trash mailbox on its associated IMAP server, **Empty Trash** empties your local (POP) Trash mailbox (if you have one) along with any remote (IMAP) Trash mailbox for any IMAP server you’ve connected to recently. For more details, see Managing Your Mail on the IMAP Server on page 106.
ESP Groups	Opens the ESP window where you can create and maintain ESP share groups.
Remove Deleted Messages [Option]	For all messages marked as deleted in the currently open IMAP mailbox, removes those messages from the IMAP server and from your computer. This command appears only if the currently open mailbox resides on an IMAP server and if the **Use a trash mailbox on the IMAP server** option is turned off in the Personality Extras settings for the associated IMAP personality. See Managing Your Mail on the IMAP Server on page 106 for more details.

Choose this command	This happens...
Empty All Trash Mailboxes [Option]	Empties all messages both your local (POP) Trash mailbox if you have one, and all of the remote IMAP Trash mailboxes that you have created on the IMAP servers for your IMAP accounts. This command appears only if you have one or more IMAP accounts and the **Use a trash mailbox on the IMAP server** option is turned on in the Personality Extras settings for at least one of these accounts (or a Trash mailbox has been created on the IMAP server for one of these accounts). See Managing Your Mail on the IMAP Server on page 106 for more details.
Empty Local Trash Mailbox [Shift]	Empties of all messages the local (POP) Trash mailbox only. This command only appears if you have one or more IMAP accounts and at least one of them has an associated Trash mailbox. This command gives you a way to restrict the "taking out the trash" to the local Trash only, leaving the remote IMAP Trash mailboxes untouched. See Managing Your Mail on the IMAP Server on page 106 for more details.
[Plug-in Names]	Selects one of these items to use that installed plug-in. These items are added to the bottom of the **Special** menu when certain Eudora plug-ins are installed. See "Using Eudora Plug-ins" in the "General Reference" chapter in the online user manual for more details.

Find Submenu

The commands on the Find submenu let you find a text string in the currently open window or search for more complicated information in messages throughout a wide range of your mailboxes and mail folders, including all of them. For complete details, see Finding and Searching on page 196.

Find submenu

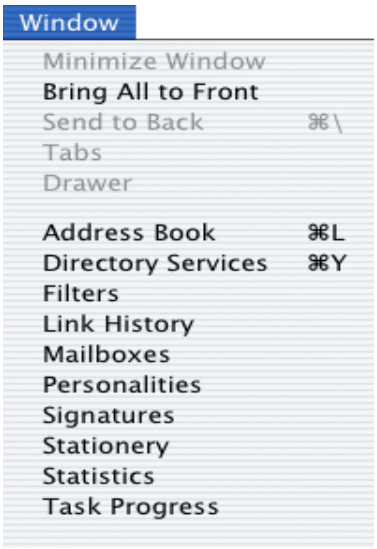
Choose this command	This happens...
Find...	Opens the Find dialog or make it active, so that you can enter a text string and begin searching for that string in the currently open message window, mailbox window, or other searchable Eudora window.
Find Again	Finds the next occurrence of the specified text string in the currently open searchable Eudora window. Eudora wraps to the top of the window if it finds no occurrences in the remainder of the window.
Enter Selection	Uses the selected text as the new Find string; place this text in the Find field of the Find dialog, whether that dialog is open (and inactive) or closed. Lets you change find strings in the middle of a Find operation in the currently open window, so that you can immediately look for new text without having to make the Find dialog active (or even open it). Also uses the selected text as the new default search string in currently open and subsequently opened Search windows subject to certain conditions.
Search	Opens a new Search window to prepare for the search. You set your search conditions and click the **Search** button to begin the search.
Search All	If a string of text is selected anywhere in Eudora, open a new Search window and search through all of your mailboxes for that text string. This lets you perform a “Turbo Search” on selected text.
Search Mailbox	If a message window is open and text is selected in that window, open a new Search window and search for the selected text in the mailbox that contains the open message. This lets you perform a “Turbo Search” on a selected text string and restrict it to the current mailbox only.
Search Mailfolder	If a message window is open and text is selected in that window, open a new Search window and search for the selected text in all mailboxes under the mail folder that contains the open message. This lets you perform a “Turbo Search” on a selected text string and restrict it to the containing mail folder only.

Window Menu

This menu lets you work with windows in Eudora. You can bring them to the front of the window stack, send them to the back of the stack, open special windows called “tool” windows (or make them active), and apply and remove tabs to these tool windows and tabbed window groups. (For more information on tabbed windows, see Managing Windows in Eudora on page 224.)

NOTE: In the center of the Window menu are the tool options beginning with the Address Book and ending with the Task Progress window.

Window menu



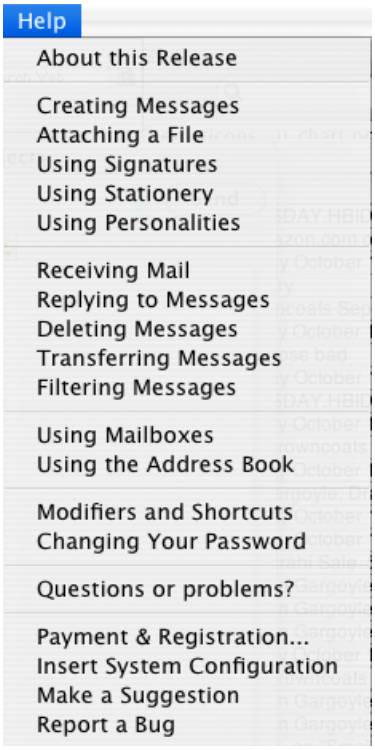
Choose this command	This happens...
Send to Back	Sends the topmost (current) window to the back of all open Eudora windows.
Tabs	This command is active only if the topmost (current) window is either a single tool window (with or without a tab) or a tabbed window group. In the case of a single window with a tab, **Tabs** is checked (checkmark next to it), and selecting **Tabs** removes the tab. In the case of a single window without a tab, **Tabs** is unchecked, and selecting it adds a tab to the window. In the case of a tabbed window group, **Tabs** is checked, and selecting it removes all tabs from the member windows, and hides all member windows except the currently active one in the group. For more details, see Managing Windows in Eudora on page 224.
Revert to Default Tabs [Option]	Recombines all tool windows (except Task Progress) into their default tabbed window group configurations. See Managing Windows in Eudora on page 224 for more details.
Address Book	Opens the Address Book or bring it to the front for creating and editing nickname entries. See Using the Address Book on page 235 for complete details.
Directory Services	Opens the Directory Services window or bring it to the front to use online directories to look people up on the Internet or your local Intranet. See Using Directory Services on page 269 for complete details.

Choose this command	This happens...
Filters	Opens the Filters window or bring it to the front to create and edit filters that organize your messages. See Filtering Messages on page 172 for complete details.
Mailboxes	Opens the Mailboxes window or bring it to the front to create, rename, move, and remove your mailboxes and mail folders. See the chapter Working with Mailboxes on page 136 for full details, and IMAP users should also see Managing Your Mail on the IMAP Server on page 106 for supplementary details.
Personalities	(Sponsored and Paid modes only) Opens the Personalities window or bring it to the front to create, rename, edit, and remove personalities (multiple email accounts or variations of accounts). See Using Multiple Personalities (Sponsored and Paid modes only) on page 82 for full details. IMAP users see Managing Your Mail on the IMAP Server on page 106 for additional information on setting up IMAP personalities.
Signatures	Opens the Signatures window or bring it to the front, to create, rename, edit, and remove your custom signatures. See Using a Signature on page 72 for full details.
Stationery	(Sponsored and Paid modes only) Opens the Stationery window or bring it to the front to create, rename, edit, and remove stationery message files. These are “canned” or “template” messages that can be used to send the same information over and over again. See Using Stationery (Sponsored and Paid modes only) on page 76 for full details.
Statistics	(Sponsored and Paid modes only) Opens the Statistics window to let you see your Eudora usage by day, week, month, or year.
Link History	(Sponsored and Paid modes only) Opens the Link History window displaying all links (ads, URLS) you activated.
Task Progress	Opens the Task Progress window or bring it to the front to view the progress of tasks being performed by Eudora in the background, and to set automatic mail-checking options. See Managing Windows in Eudora on page 224 for a description of this window and its features.
[Your Open Mailbox and Message Windows]	Brings the selected mailbox window or message window to the front of all open Eudora windows.

Help Menu

Use this menu to access online help topics.

Help menu



Command	Description
About This Release	This online help topic displays a description of the new features in this latest release of Eudora and may also contain descriptions of the newest features in the most recent major release of Eudora.
[Online Help Topics]	Selects one of these items to obtain help on that topic.

Command	Description
PureVoice Help	Displays help information for using the QUALCOMM PureVoice™ Player/Recorder plug-in (and application) for recording, sending, receiving, and playing voice messages with your email. This help topic only appears if, when you installed this version of Eudora (or selected earlier versions), you chose an installation option that also installed PureVoice. If you installed PureVoice, it is available from the **Attach** submenu from the Message menu when a new composition message is open.
Payment and Registration	Displays the Payment and Registration window where you can change to another Eudora operating mode: Sponsored, Paid, or Light. You can also register your copy of Eudora.
Insert System Configuration	Inserts information about your computer at the insertion point in the message body of an open composition message. This is useful for including your system configuration when you communicate with the Eudora Technical Support Group about a problem you are having, or when you send us information on a problem found in the software, so that in either case we can determine what went wrong.
Make a suggestion	Displays a new composition window addressed to eudora-suggest at Qualcomm. If you have an idea for something that would make Eudora better, let us know!
Report a bug	Displays a new composition window addressed to Mac Eudora Bugs at Qualcomm. If you are having technical problems with Eudora, just answer the questions in the email message.

Scripts Menu

(Sponsored and Paid Modes only)

A Scripts menu can be displayed on Eudora's menu bar if you have AppleScripts for Eudora. You can add new AppleScripts to this menu. You can delete AppleScripts as well.

You can create toolbar icons for the Script menu options the same way you create icons in Eudora.

To display Eudora's Script menu:

1. In the Finder, create a new folder and name it **Scripts**.
2. Move the new folder in the Eudora Stuff folder found in Eudora Application Folder. If you have any AppleScripts for Eudora, move them to this folder.
3. Quit and restart Eudora.

4. From the menu bar, choose **Scripts**.

   The Scripts menu appears showing the AppleScripts you have in the newly created Scripts folder.

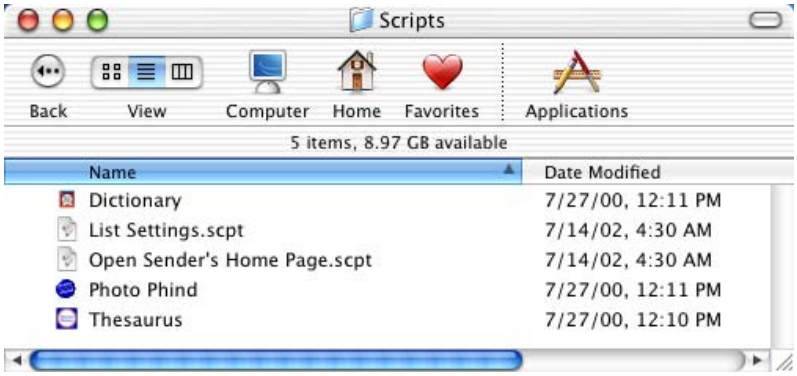
Scripts menu

To add or delete AppleScripts to the Scripts menu:

1. Choose **Open Scripts Folder**.

   The Scripts folder appears.

Scripts folder

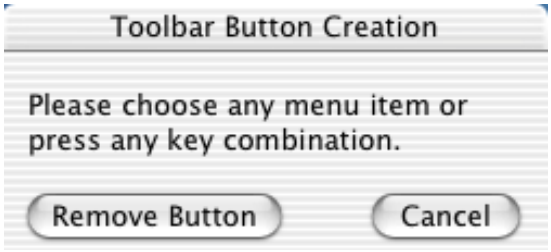


2. To add a new AppleScript, drag and drop the new script into the Scripts folder. To delete an AppleScript, drag and drop the script from the Scripts folder to another folder.

To add a Scripts option icon to the Eudora toolbar:

1. Move the pointer to the spot you want the new Script option icon to go. Press the **Command** key. The Toolbar Button Creation dialog appears.

Toolbar Button Creation



2. From the **Scripts** menu, choose the option you want represented as an icon on the toolbar.

   The icon is added to the toolbar.

3. Click the icon to perform the same task as the option in the Scripts menu.

Using Modifiers and Shortcuts

Modifiers

Certain functions in Eudora can be implemented by holding down one or more “modifier” keys while performing another action. Eudora uses the *Shift, Option, Command*, and *Control* keys as modifier keys.

Eudora’s modifiers can be divided into two groups. The first consists of all those modifiers that do not appear anywhere in Eudora’s menus. The second consists of all those modifiers that result in modified command names appearing on Eudora’s menus.

If you hold down the *Shift* key, the *Option* key, or both while you pull down a Eudora menu, the menu shows the names of any modified commands that may be available.

For full descriptions of the names and functions of all of Eudora’s menu commands and their modifications, see Using Menu Commands on page 280.

Modifiers Not Reflected in Eudora’s Menus

The following table lists all those modifiers that do not appear anywhere in Eudora’s menus as renamed commands.

Press this key + do this task.	This happens....
Shift + Open Eudora	Opens Eudora offline (does not check for mail, even if a mail checking interval is set. You must first double-click the Eudora application icon and then quickly press the **Shift** key until Eudora is fully started. You may also open Eudora by selecting Eudora from the Apple menu).
Shift + Delete/Transfer	Does not open the next message after deleting or transferring the current message.

Press this key + do this task.	This happens....
Shift + Sort	Adds or removes the column as an extra sort criterion. This lets you unsort or sort while preserving the previous sort(s). You can thus sort by sender, then within sender by date, then within date by subject, then unsorts by subject and preserve the sort by sender and the subsort by date.
Shift + To:/Cc:/Bcc:	From the Address Book, does not bring the composition window to the front after inserting the nickname.
Shift + Directory Services	Opens the Directory Services window with the selected text in the *Enter query* field and perform the query.
Shift + click globe icon in Directory Services window	Lists all servers except the reference list of Ph servers. That is, lists the "Configured server," the "Servers used recently," and the "LDAP servers," but does not list the Ph servers. (To list all servers, including the Ph list, click the globe icon, without using the Shift key.)
Shift + drag selected text	Copies and pastes the selected text to the destination but without including any style information.
Option + Transfer	Puts a copy of the current message in the selected mailbox and leave the original (current) message where it is.
Option + Forward	Forwards the message without using quote characters.
Option + Queue/Send	Opens the Change Queueing dialog.
Option + Notify Sender	Removes the return receipt request but do not notify the sender.
Option + Double-click URL	Displays a file dialog to select an Internet application (e.g., web browser) to use for that URL type.
Option + Make Address Book Entry...	Creates a nickname consisting of the sender of the message and all the original recipients (or just the sender if the *Reply to all By default* setting is turned on in the Replying settings).
Option + To:/Cc:/Bcc:	From the Address Book, inserts the full address instead of the nickname (or don't, if the *Expand nicknames immediately* setting is turned on in the Composing Mail settings).
Option + drag Attachment from message window or preview pane	Copies the attachment to another folder on your desktop.
Option + double-click a stationery item in Stationery window	Opens the stationery file for editing.

Press this key + do this task.	This happens....
Option + click a mailbox size display	Compacts all mailboxes. (To compact the current mailbox only, simply click the mailbox size display, without using the Option key.)
Option + click a column in a message summary in a mailbox window	Selects and groups all messages sharing that message's value for that column—for example, all messages to or from that sender, or sent on that date, or having the same subject (including replies), or the same priority or label.
Option + drag Address Book entries to the Finder	Saves the entries as a text clipping with tab-delimited entries. (To save them in standard nickname format, just do the drag without the Option key.)
Click a mailbox column header (in a mailbox window)	Sorts the messages in that mailbox by that column. Use Option + click to sort in descending order, or Shift + click to add or remove the column as an extra sort criterion (see Shift + Sort above).
Control + Command + click Attachment	Opens the folder on your computer that holds the attachment, and highlight the attachment.
Command + click Attachment name, icon, or picture	Opens or launches the attachment (same as a simple double-click).
Command + click URL	Opens your web browser or other appropriate application and go to the URL (same as a simple double-click the URL).
Command + click server URL in servers list in Directory Services window	Goes to that server to perform a query (same as a simple double-click).
Command + click the title bar of an open message or mailbox window	Opens or highlights the mailbox or folder containing that item.
Command + click between two toolbar buttons	Adds a new button to the main toolbar.
Command + drag a toolbar button elsewhere on the toolbar	Moves a button on the main toolbar. (Drops the button between two other buttons or at either end of the toolbar.)
Command + drag a toolbar button to the Trash (on the Finder)	Removes the button from the main toolbar.
Command + click a toolbar button	Changes the function of that main toolbar button.

Press this key + do this task.	This happens....
Shift + click an item	In many Eudora windows, lets you select multiple items in sequence. Click the first item in the sequence, then Shift + click the last item. The whole group is selected.
Command + click an item	In many Eudora windows, lets you make nonconsecutive selections, and add or subtract an item from a group selection, (selects or deselects the item nonconsecutively).
Command + Control + Option + Shift + Settings...	Reverts all but your basic Eudora settings to their default values. (The Settings... command is under the Special menu.)

Modifiers That Show Up As New Commands on Eudora's Menus

The table below lists all those modifiers that result in new commands (modified command names) appearing on Eudora's menus.

The commands are organized by menu (going left to right across the menu bar) and are listed top to bottom down each menu.

The left column shows the modifier key(s) and the name of the unmodified command. The middle column shows the new name of the modified command as it appears on the menu. The right column shows the resulting action of the modified command.

Press this key + choose this command	Displays this modified command	Then this happens...
File Menu		
Option + Close	**Close All**	Closes all open Eudora windows.
Option + Save	**Save All**	Saves all currently open outgoing messages in Eudora.
Option + Send Queued Messages	**Send Messages Specially...**	Sends messages with special instructions for the server.
Option + Check Mail	**Check Mail Specially...**	Checks mail for any or all personalities with special storage and transfer instructions for the server.
Shift + Print...	**Print Selection...**	Prints the current selection only.

Press this key + choose this command	Displays this modified command	Then this happens...
Edit Menu		
Shift + Copy	**Copy Without Styles**	Copies the selected text but remove all style information.
Option + Copy	**Copy & Unwrap**	Copies the selected text but removes all carriage returns.
Shift + Option + Copy	**Copy Without Styles & Unwrap**	Copies the selected text but removes all style information and carriage returns.
Shift + Paste	**Paste Without Styles**	Pastes from the clipboard but first removes any style information from the text to be pasted.
Option + Plain	**Completely Plain**	Removes all style information from the selected text and returns it to the default settings. (This command appears under the Text submenu from the Edit menu.)
Option + Wrap Selection	**Unwrap Selection**	Removes all carriage returns from the selected text.
Option + Finish Address Book Entry	**Finish & Expand Address Book Entry**	Completes the nickname and expands it into its associated address(es).
Option + Insert Recipient	**Insert & Expand Recipient**	Inserts the nickname and expands it into its associated address(es).
Messsage Menu		
Shift + Reply	**Reply Quoting Selection**	Replies quoting the currently selected text only, not the entire message.
Option + Reply	**Reply To All**	Replies to the sender and all recipients (or just the sender, if the *Reply to all By default* setting is turned on in the Replying settings).
Shift + Option + Reply	**Reply Quoting Selection To All**	Replies to the sender and all recipients, quoting the selected text only (or just to the sender, if the *Reply to all By default* setting is turned on).

Press this key + choose this command	Displays this modified command	Then this happens...
Option + Redirect To	**Turbo Redirect To**	Performs a "Turbo Redirect;" that is, redirects to the selected nickname on the Quick Recipient List, queues the redirected message, and deletes the original message, all in one step (or simply Redirect, if the *Turbo redirect by default* setting is turned on in the Miscellaneous settings).
Shift + Option + Redirect To	**Turbo Redirect Without Delete To**	Performs a Turbo Redirect, as above, but without deleting the original message (performs a simple Redirect if the *Turbo redirect by default* setting is turned on in the Miscellaneous settings).
Shift + Reply With	**Reply Quoting Selection With**	Replies with the selected stationery, quoting the selected text only.
Option + Reply With	**Reply To All With**	Replies with the selected stationery, to the sender and all recipients (or just the sender, if the *Reply to all By default* setting is turned on in the Replying settings).
Shift + Option + Reply With	**Reply Quoting Selection To All With**	Replies to the sender and all recipients using the selected stationery and quoting the selected text only (or just the sender, if the *Reply to all By default* setting is turned on in the Replying settings).
Option + Send Immediately *or* **Option + Queue For Delivery**	**Change Queueing...**	Displays the Change Queueing dialog to change the queueing status of the current message.
Shift + Option + Delete	**Nuke**	Nukes the message; Removes it permanently from your computer without first moving it to the Trash mailbox. **WARNING:** Nuked messages cannot be recovered!
Special Menu		
Shift + Make Address Book Entry...	**Make Address Book Entry From Selection...**	Makes an Address Book entry (nickname) from the current selection. (Note that something must be selected for the modified name to appear on the menu.)
Option + Sort	**Sort Descending**	Sorts in reverse order (descending rather than ascending).

Press this key + choose this command	Displays this modified command	Then this happens...
Window Menu		
Option + Tabs	**Revert To Default Tabs**	Reverts to the default configuration for tabbed window groups.

Shortcuts

The keyboard shortcuts for Eudora commands and functions are shown in the table below.

The *Command* key, on most Macintosh keyboards, is marked with Apple Computer's "apple" logo and/or a cloverleaf.

If a shortcut corresponds to a menu command that can be modified with the *Shift* key or *Option* key or both, you can similarly modify the shortcut. See the previous modifier tables. Note that menu-command shortcuts execute the command without opening the menu.

Press these keys...	This happens...
Command + .	Stops the current action
Command + 0	Out (opens the Out mailbox)
Command + 1	In (opens the In mailbox)
Command + 6	Checks spelling (Eudora's built-in spelling checker)
Option + Command + 6	Finds next misspelling
Shift + Option + Command + 6	Adds to dictionary (add unknown word to spelling dictionary)
Command + -	Sends queued messages
Command + =	Enters selection (into Find window)
**Command + **	Sends to back (moves current window to the back of all Eudora windows)
Command + '	Adds levels of excerpt bars
Command + Option + '	Removes levels of excerpt bars

Press these keys...	This happens...
Command + ,	Finishes address book entry (finishes nickname)
Command + [	Lowers priority
Command +]	Raises priority
Command + A	Select All
Command + Shift + A	OS X - Attaches file
Command + B	Make the selected text bold
Command + C	Copy
Command + D	Delete
Command + E	Send immediately, or queue for delivery
Command + F	Find... (opens the Find window to search for a text string in the current message)
Option + Command + F	Searches for messages in mailboxes and folders
Command + G	Find Again (in the current message)
Command + H	Attach Document... (attach a file to a message)
Command + I	Makes the selected text italic
Command + J	Filter Messages (execute manual filters on the selected messages) OR filters Junk mail. See Junk Mail (Paid mode only) on page 332.
Command + K	Make Address Book Entry... (make nickname)
Command + L	Address Book (open it)
Command + M	Check Mail
Command + N	Creates a Message (open one)
Command + O	Open... (open file)
Command + P	Print...
Command + Q	Quit Eudora
Command + R	Reply

Press these keys...	This happens...
Command + S	Save
Command + T	Make the selected text plain
Command + U	Make the selected text underlined
Command + V	Paste
Command + W	Close (close the window or message)
Command + X	Cut
Command + Y	Directory Services (open the window)
Command + Z	Undo/Redo
Command + Option + click Toolbar	Moves toolbar
Arrows	Moves from one message to another in a mailbox (depends on your Moving Around settings)
Command+Arrows	Moves from one file to another in the Address Book.
Return *or* **Enter**	Selects the outlined button in any dialog, alert, or window, or open the selected message(s)
Spacebar	Opens a selected message summary (or scroll its preview down through the message preview pane), or close the current open message. For long open messages, scroll the message down one page.
Esc	Stops any operation currently in progress
F1	Undo/Redo, or main toolbar function. **NOTE:** Function keys can be linked to main toolbar buttons by turning on the *Map function keys to buttons* option in the Toolbar settings.
F2	Cut
F3	Copy
F4	Paste
Home	Scrolls the window to the beginning
End	Scrolls the window to the end

Press these keys...	This happens...
Page Up, Page Down	Scrolls up or down through the window

EUDORA

Setting Eudora Preferences

To display settings dialogs where you can specify how you want to use Eudora are found in the *Settings* option under the *Special* menu. By selecting or turning off options in these dialogs, you can customize how you want Eudora to manage your mail.

When you first install Eudora, the Settings dialogs contain preset or default settings. You can turn on new settings or change any of the default settings (brackets [ ] indicate the default setting). Once finished, just click OK and your settings are changed.

NOTE: For your convenience, some settings appear in more than one category. For example, your return address appears in both the Getting Started settings dialog and the Sending Mail settings dialog. Changing an setting in one category changes the setting in all categories in which it appears.

Getting Started

In the Getting Started settings dialog, you can determine the minimum information necessary for you to send and receive email. The information you enter here is for your dominant personality, which is your primary email account.

To display the Getting Started settings dialog

1. From the Special menu, choose **Settings**.
2. Click the **Getting Started** icon.

   The Getting Started settings dialog appears.

Getting Started settings

Select the settings you want to change. Following are the settings' descriptions.

Checking Mail

Username [blank]—(required entry) Enter your user name, that is, the name you use to log into your primary email account. This name is provided by your Internet Service Provider (ISP) or your company's email administrator. For example, in the incoming mail account `John.Davis@worldmail.myfirm.com`, the login name is `John.Davis`.

Mail Server [blank]—(required entry) Enter the name of your incoming mail server for your principal email account. All incoming messages to your primary account are routed through this server. Use the Hosts settings dialog to specify whether this server uses POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). A sample server name might be `worldmail.myfirm.com`. Check with your ISP or your company's email administrator if you're not sure what to enter here.

Sending Mail

Real name [blank]—(required entry) Enter the name assigned to your principal account, generally your first and last name. The text you enter here is included in the From: field in all of your outgoing messages from this account. It identifies you to your recipients.

SMTP Server—Enter the name of the outgoing mail sever for your principal email account if different than the incoming mail server name, for example: `smtp1.myfirm.com`. All outgoing messages sent from your primary account are routed through this server. If the computer that runs your primary incoming mail account is the same as your outgoing mail server, you can leave this field blank.

Email address [blank]—(if not username@mailhost) Enter the return email address that has been assigned to you by your ISP or your company's email administrator. This is the address that other people use to send you email. Also, the address you enter here is included in the From: field in all of your outgoing messages from this account. When a recipient replies to a messages from this account, the reply is sent to this address.

If you do not enter an enter an address in this field, Eudora uses your incoming mail account as the email address. Incoming mail accounts are usually in the following format: `username@mailhost`. For example, suppose your incoming mail account is `John.Davis@worldmail.myfirm.com` but your email address is `John.Davis@myfirm.com`. You would then enter `John.Davis@myfirm.com` in this field.

Checking Mail

The Checking Mail settings determine how Eudora checks for and receives your incoming mail messages.

NOTE: The display of some of the fields in this settings dialog depends on what you choose in the *Server Configuration* field: POP or IMAP. Following, the fields common to both server configurations are listed, and then the fields particular to each server configuration, POP and then IMAP.

To display the Checking Mail settings dialog

1. From the Special menu, choose **Settings**.
2. Click the **Checking Mail** icon.

The Checking Mail settings dialog appears.

Checking Mail settings (POP server)

Select the settings you want to change. Following are the settings' descriptions.

Account/Server Information (POP and IMAP)

Username—This is your email user name carried over from the Getting Started settings.

Mail Host—This is the name of your incoming mail server, carried over from the Getting Started settings.

Mail Protocol [POP]—Choose either the POP or IMAP setting that corresponds to the protocol used by your incoming mail server. If your incoming mail server uses the Post Office Protocol (POP), choose **POP**. If your incoming mail server uses the Internet Message Access Protocol (IMAP), choose **IMAP**.

If you are not sure which item to select, choose **POP**. But you should get the actual value from your email administrator or your ISP. Tip: If all of your mailboxes are created and stored on your local computer (your Macintosh), you are probably using POP. If all of your mailboxes are created and stored remotely, on the incoming mail server itself (rather than on your computer), you are probably using IMAP.

Authentication [Passwords]—Specify which POP authentication technology to use with your email account: Passwords, Kerberos, or APOP. Ask your email administrator which one to specify.

(POP only) Overlap commands [off]—Turn this setting on to have Eudora send commands to your POP server immediately, instead of waiting for a previous command to be completed. Using this setting is faster, but not all servers will comply.

Connection (POP and IMAP)

Check for mail every ? minutes [off, blank]—Enter the number of minutes for the time interval you want Eudora to automatically check your POP server for new mail. This setting works only when Eudora is running. Leaving the text box blank turns off automatic checking even if you check the checkbox. Also, unchecking the setting turns off automatic checking even if there is a number in the text box. Fifteen minutes or more is recommended for automatic mail checks.

Don't auto-check when using battery [off]—Turn this setting on if you don't want your mail automatically checked when your computer is running on battery power (even if you have the *Check for mail every ? minutes* setting turned on).

Send on check [on]—Turn this setting on if any messages queued in your Out mailbox (and marked with a Q in the Status column of the message summary) are sent when mail is checked, whether the mail-check is automatic or manual. (Timed-queue messages—those marked with a clock icon in the Status column of the Out box—are sent only if their time constraints are satisfied.)

Mail Management (POP only)

Leave on server for ? days [off, blank]—Turn this setting on and enter the number of days you want Eudora to leave messages on the POP server. When this setting is on, Eudora copies incoming messages to your computer whenever you check for mail. If you leave the text box blank, your mail is left on the server indefinitely. See Leaving Mail on the Server on page 100 for more information.

Delete from server when emptied from trash [off]—Turn this setting on to delete messages from your Trash mailbox and POP server.

Skip messages over ? K [off, 40]—Turn this setting on and enter a file size (in Kilobytes) in the text field, and Eudora will not retrieve the message in it's entirety if it's over the file size you specified here. These messages are retrieved only in part, which include the first few lines of the message along with a statement that says the message is not complete. This setting can be useful if you have a slow connection.

Checking Mail settings (IMAP server)

(IMAP only) Location Prefix [blank]—This tells Eudora where to look for your mail on the incoming IMAP mail server. Normally you enter a folder location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email administrator or your ISP.

Download Options (IMAP only)

When you check mail for your IMAP account, these options (you can only choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server to your computer. You can retrieve just the essential headers, or, alternately, the entire message and any attachments under a specified size.

Minimal headers only [on]—If this setting is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message. The remaining headers, the message body, and any attachments are not retrieved with the message, but are left on the server for you to retrieve later. The headers tell you whom the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to retrieve the full message and any attachments, or just delete the message.

Full message except attachments over ? K [off, 40]—If this setting is on and a number is entered in the box, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message. Any attachments larger than the specified size are not retrieved with the message but are left on the server for you to retrieve later. If you want Eudora to retrieve all of your IMAP attachments for this account, enter a large number in this field. If you don't want attachments retrieved when you check your mail, enter 0 in this field.

Full message with attachments—If this setting is on, the full message and all attachments, regardless of size, are retrieved for each incoming IMAP message for your dominant personality.

Use of a Trash mailbox for a Dominant IMAP account is governed by the *Use a trash mailbox on the IMAP server* setting in the Personality Extras settings when *Server Configuration* is set to IMAP.

Sending Mail

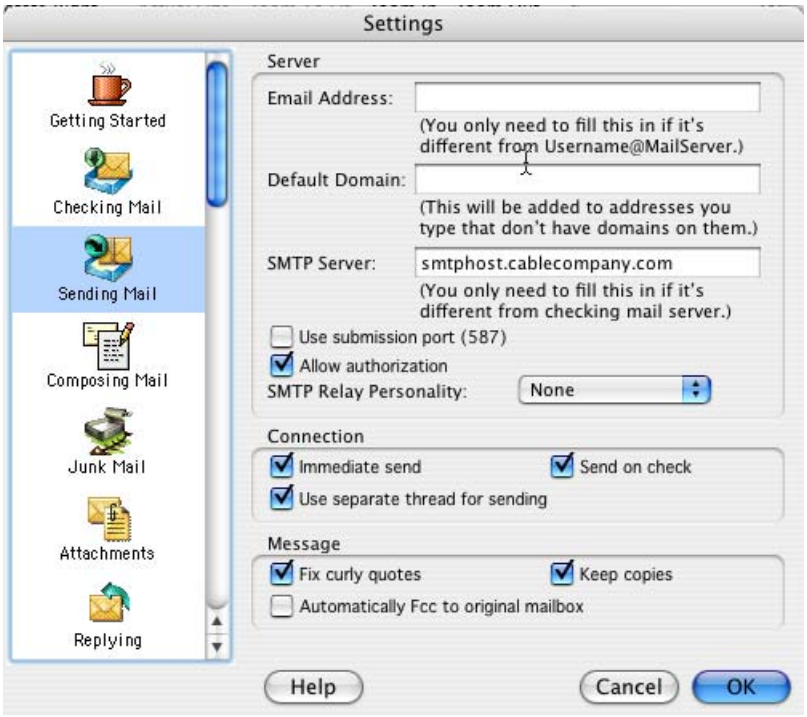
The Sending Mail settings determine how Eudora sends your outgoing mail messages.

To display the Getting Started settings dialog

1. From the Special menu, choose **Settings**.
2. Click the **Sending Mail** icon.

   The Sending Mail settings dialog appears.

Sending Mail settings



Select the settings you want to change. Following are the settings' descriptions.

Server

Email address (if not username@mailhost) [blank]—This is your return email address carried over from the Getting Started settings dialog.

Default Domain [blank]—Enter the domain name that Eudora automatically adds to an unqualified name. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. For example, suppose your domain name is `myfirm.com` and you enter that in this field. If you address a message to `joe` (assuming `joe` is not a nickname in your Address Book), Eudora sends the message to `joe@myfirm.com`.

SMTP Server [blank]—This is the name of your outgoing (SMTP) mail server, carried over from the SMTP field of your Hosts settings. If the computer that runs your incoming mail server (POP or IMAP) also runs an SMTP server, you can leave this field blank.

Use Submission Port (587)—If you select this option, when sending mail, Eudora will connect to the outgoing mail server on the new 'submission' port 578 instead of the old SMTP port 25. Using the submission port requires authentication to be turned on.

Allow Authentication [on]—If this setting is checked, Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used.

Connection

Immediate send [on]—When this setting is on, the button at the far right of the icon bar in an open new message composition window is labeled *Send*. Clicking the Send button immediately sends the message to the SMTP server. If this setting is off, the same button is labeled *Queue* and clicking it places the message in the Out mailbox marked ready for delivery (Q).

Use separate thread for sending [on]—When this setting is on, the sending function performs simultaneously with other Eudora functions. For example, if this setting and the *Use background threading* setting in the Checking Mail settings are both turned on, you can send, receive, and compose messages all at the same time.

Send on check [on]—When this setting is on, any messages that are queued in the Out mailbox are sent when mail is checked, whether the mail-check is automatic or manual.

Message

Fix curly quotes [on]—When this setting is on, Eudora replaces all “curly” quotation marks in message text or text attachments with “conventional” (straight) quotation marks prior to sending the message. It also replaces bullets (•) and en/em dashes (–/—). These marks are special characters, and this setting allows messages to be sent without using quoted-printable encoding.

If your recipients have Multipurpose Internet Mail Extensions (MIME), there’s no reason to use the above setting. Only turn it on if most of the people you correspond with don’t use MIME.

Automatically Fcc to original mailbox [off] (Sponsored and Paid modes only)—If you turn this setting on, replies are automatically copied to the same mailbox that contains the original message. However, this feature does not apply to your In box. Fcc stands for folder carbon copy.

Keep copies [on]—If you turn this setting on, a copy of each message you send is kept in the Out mailbox. If this setting is off, a copy of each outgoing message is put in the Trash mailbox after the message is sent.

Composing Mail

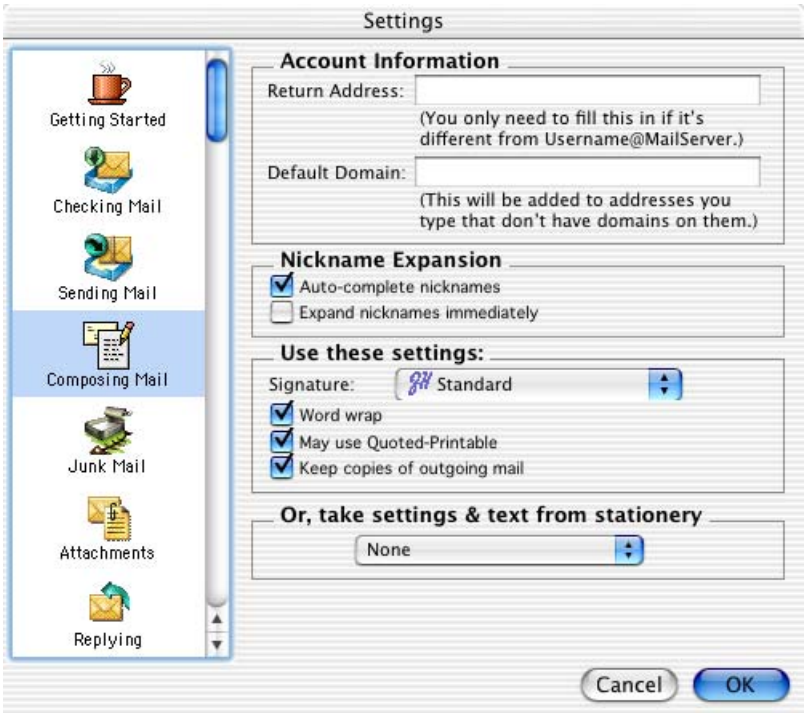
The Composing Mail settings determine what Eudora features are available to you when composing messages.

To display the Composing Mail settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Composing Mail** icon.

   The Composing Mail settings dialog appears.

Composing Mail Settings



Select the settings you want to change. Following are the settings' descriptions.

Account Information

Email address (if not username@mailserver) [blank]—This field is carried over from the Getting Started and Sending Mail settings dialogs.

Default Domain [blank]—This field is carried over from the Sending Mail settings dialog.

Nickname Expansion

Auto-complete nicknames [on] (Sponsored and Paid modes only)**—**When this setting is on, a name you enter in the To:, Cc: or Bcc: field of a new message composition window appears in boldface type if a nickname for this name exists in your Address Book. Eudora completes the nickname and address for you.

Expand nicknames immediately [off] (Sponsored and Paid modes only)**—**If you turn this setting on, nicknames you type in the recipient header fields (To:, Cc:, and Bcc:) are replaced with the real addresses when you switch fields.

Use these settings:

The values you choose for the following options apply only when you are not using stationery; that is, when the Stationery popup is set to None. If, on the other hand, you have selected a stationery file in that popup, then the values below are ignored. Instead, Eudora sets the icon bar of the new message according to how the stationery message was saved. So, if you choose stationery that uses an Alternate signature, and you set the Signature popup below to a Standard signature, your Alternate signature will be used in the new message created from the stationery file.

Signature [Standard]—Select a signature from the popup, or select None for no signature. If you select a signature, Eudora automatically attaches that signature to the end of outgoing messages from your Dominant account. You can override this setting with the Signature popup in the composition window. See Using a Signature on page 72.

Word wrap [on]—When this setting is on, a carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly recommended that you leave this setting on.

May use Quoted-Printable [on]—If you turn this setting on, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain long lines of text or special characters. If this setting is off, quoted-printable encoding is never used. It is recommended that you leave this setting on.

Keep copies of outgoing mail [on]—This field is carried over from the Sending Mail settings dialog.

Or, take settings and text from stationery

Stationery [None]—Select a stationery file from the popup, or select None for no stationery. If a stationery file is selected, that file is used when you open new messages (except with the Redirect or Send Again commands under the Message menu). The icon bar in the message window is set according to how the stationery message was saved, regardless of the settings under Options when not using stationery in this dialog. However, you can always change these settings from the icon bar after you open the new message.

Junk Mail (Paid mode only)

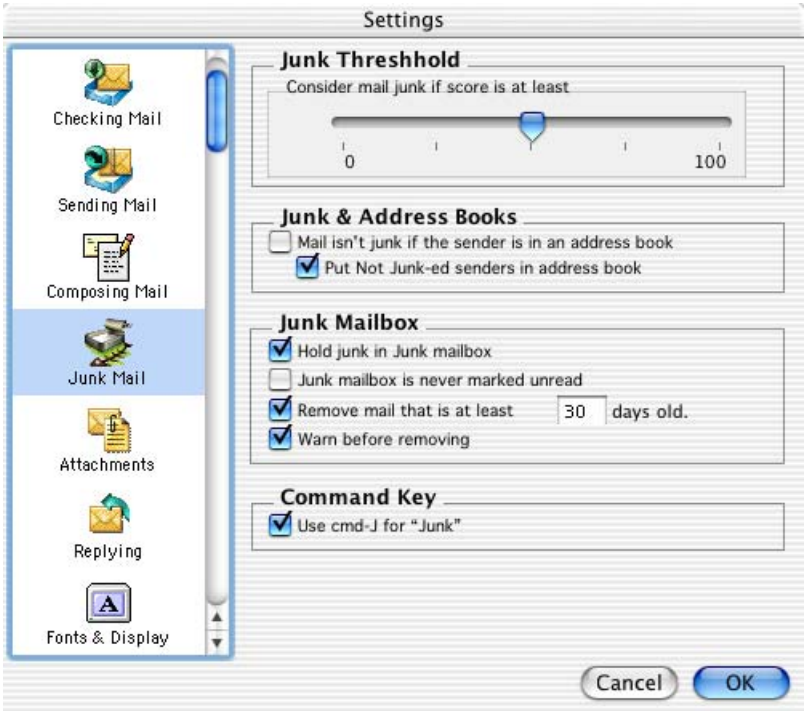
You can change Junk Mail settings in the Junk mail settings dialog. In this dialog, you can determine at what junk score level you wish your messages to be filtered and adjust other junk mail options.

To display the Junk Mail settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Junk Mail** icon.

   The Junk Mail Settings dialog appears.

Junk Mail settings dialog



Select the settings you want to change. Following are the settings' descriptions.

Junk Threshold—Eudora distinguishes junk mail by a scoring system. You can adjust this scoring threshold by using the slide bar indicator. If you slide the arrow to a lower number, Eudora filters out more junk mail but may also mistakenly filter more valid mail to the Junk mailbox. If you slide the arrow to a higher number, Eudora filters less junk mail but is less likely to incorrectly filter valid mail. The default setting is 50.

Junk & Address Books

Mail isn't junk if the sender is in an address book—Check this box to indicate that mail coming from people in your address book(s) should never be marked as junk mail.

NOTE: Do not turn on the following field unless the *Mail isn't junk if the sender is in an address book* box is checked.

Put Not Junk-ed senders in address book—Check this box to indicate that senders of valid mail found in the Junk mailbox are to be added to your address book when you select Not Junk from the Message menu. Future mail from this sender will never be filtered to the Junk mailbox again. This function only works when the previous option is checked.

Junk Mailbox

Hold junk in Junk mailbox—Check this box if you want Eudora to filter what it considers junk mail to the Junk mailbox. If this is not checked, junk mail appears in your In box and is scored. To see the junk mail score, go to the *Mailbox Display* settings dialog in the Special menu and check the Junk box (located under the *Columns* section).

Junk mailbox is never marked unread—Check this box if you don't want your Junk mailbox to indicate that it contains unread mail.

Remove mail that is at least _ days old—Enter the number of days you'd like Eudora to keep junk mail in the Junk mailbox. Eudora scans the Junk mailbox periodically and removes the messages after the set number of days you enter in this field.

Warn before removing—Check this box if you want Eudora to warn you that junk mail messages are about to be removed from the Junk mailbox.

Command Key

Use cmd J for "Junk"—Check this box if you want to assign Cmd+J short cut key for Junk mail movement.

Spell Checking (Sponsored and Paid modes only)

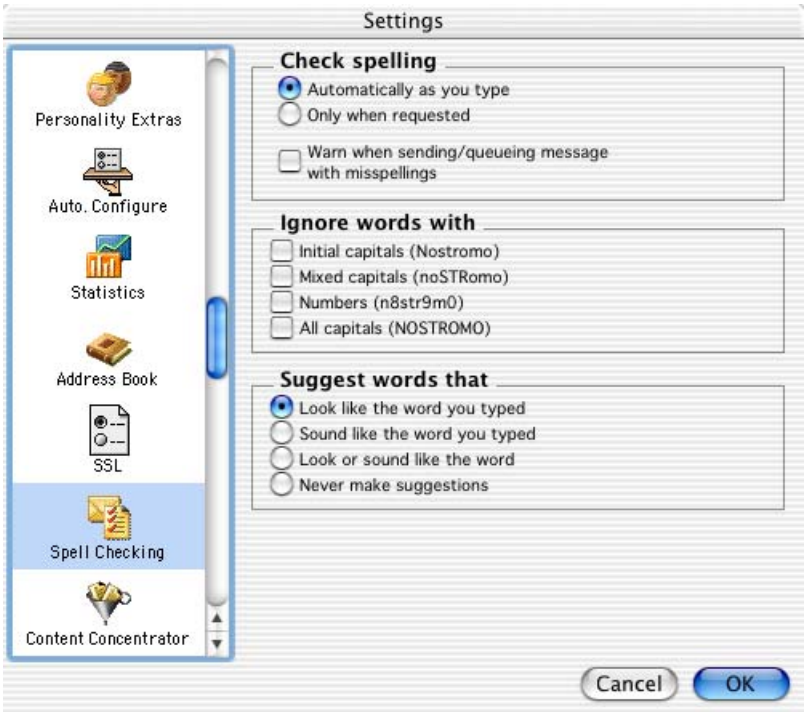
The Spell Checking settings control the behavior of Eudora's built in spelling checker. You can check the spelling in message composition windows, text files, and signature files. For more information, see Checking Your Spelling (Sponsored and Paid modes only) on page 52.

To display the Spell Checking settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Spell Checking** icon.

   The Spell Checking settings dialog appears.

Spell Checking settings



Select the settings you want to change. Following are the settings' descriptions.

Check Spelling

Automatically as you type—If *Automatically as you type* is on, Eudora checks your spelling as you are typing within a message, a text file, or a signature file. As you type, spelling errors are highlighted and underlined. You can make corrections now or later.

Only when requested—If *Only when requested* is on, Eudora checks your spelling only when you select Check Spelling from the Spelling submenu or its associated shortcut or toolbar button.

Warn when sending/queueing message with misspellings [off]—If you turn this setting on, the message is first checked for spelling errors. If no misspellings are found, the message is sent or queued. But if misspellings are found, the errors are highlighted and an alert appears, giving you the choice of either sending the message as is, with the errors (Send Anyway), or correcting the errors before sending (Cancel). If this setting is off, messages are not spell-checked when sent or queued.

If the warning alert appears and you click Cancel, every subsequent attempt to send or queue the message will cause the alert to be displayed until there are no misspellings in the message (or until you click Send Anyway).

Ignore words with

These settings control whether Eudora's spelling checker checks or ignores certain common classes of words during a spelling check.

The spelling checker always ignores quoted text. Quoted text, also called excerpted text, is normally preceded by continuous excerpt bars, one bar for each level of quote on the left side of the text. Eudora assumes that this text was originally from another message and does not need to be checked.

Initial capitals (Nostromo) [off]—If you turn this setting on, the spelling checker ignores any word that begins with a capital letter, such as a proper name. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Mixed capitals (noSTRomo) [off]—If you turn this setting on, the spelling checker ignores any word that contains a mixture of uppercase and lowercase characters. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Numbers (n8str9m0) [off]—If you turn this setting on, the spelling checker ignores any word that contains numbers. If this is off, the spelling checker checks all such words against the spelling dictionaries.

All capitals (NOSTROMO) [off]—If you turn this setting on, the spelling checker ignores any word that contains all capital letters, such as an acronym. If this is off, the spelling checker checks all such words against the spelling dictionaries.

Suggest words that

These settings determine the kinds of suggestions offered by Eudora's Spelling Dictionaries for the correct spelling of a word that is marked as misspelled during a spelling check. The suggested words appear on both the Spelling submenu and (if available) the Control key context popup menu. Only one of these settings can be selected at a time.

Look like the word you typed [on]—When this setting is on, then Eudora suggests replacement words that are typographically similar to the word marked as misspelled.

Sound like the word you typed [off]—If you turn this setting on, then Eudora suggests replacement words that are phonetically similar to the word marked as misspelled.

Look or sound like the word [off]—If you turn this setting on, then Eudora suggests both look-alike and sound-alike replacement words for the word marked as misspelled.

Never make suggestions [off]—If you turn this setting on, then Eudora never suggests replacement words for any word marked as misspelled by the spelling checker.

Content Concentrator (Sponsored and Paid modes only)

You can change how concentrated messages appear in the preview pane.

To display the Content Concentrator settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Content Concentrator** icon.

   The Content Concentrator Settings dialog appears.

Content Concentrator settings dialog

3. From the popup menus, select the settings you want to change. Following are the descriptions of the settings.

Single Message Profiles

Preview Pane—The profile of single concentrated messages as they appear in the preview pane. Choose one of the options from the popup menu. *Compact* is the default. Following are the options:

None—This turns off Content Concentrator. There is no change in the message format.

Compact—Message is truncated; that is, excess headers and text are removed and replaced with ellipses and a snip indicator. Only the To:, From:, Subject:, and CC: headers appear in the message.

Terse—Message is truncated further; only the From: field of the header appears in the message and the concentrated body of the message.

Message Window—(will be implemented in a future version of Eudora).

Multiple Messages

Profile—The profile of multiple concentrated messages as they appear in the preview pane. Choose one of the options from the popup menu. *None* is the default.

Maximum # to Concentrate—Enter the maximum number of messages you would like to group. Keeping this number small is recommended because concentrating a large number of messages can take time. The default is 20.

Require matching subjects or senders—Check this box if you want subjects and senders to match when selected a message to group.

Generate multiple messages on Reply—Check this box if you want individual reply messages to be sent to each sender of each concentrated message instead of one message being sent to all the senders.

Attachments

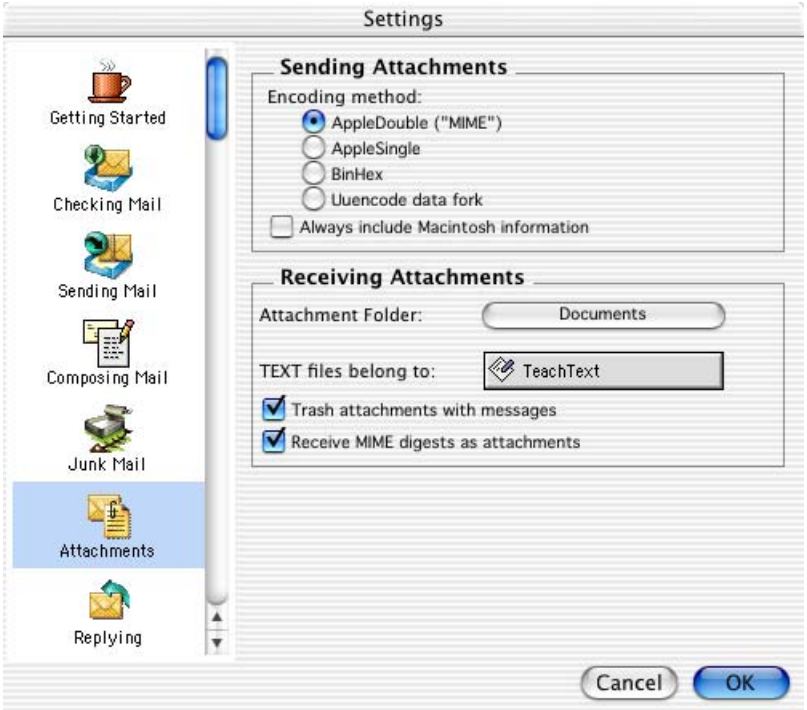
The Attachments settings determine how Eudora sends and receives attachments.

To display the Attachments settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Attachments** icon.

   The Attachments settings dialog appears.

Attachments settings



Select the settings you want to change. Following are the settings' descriptions.

Sending Attachments

Encoding method [BinHex]—This specifies what encoding method to use for attached documents sent with outgoing mail. The options are AppleDouble, AppleSingle, BinHex, and Uuencode. To change the method for just the current message, use the Attachment Type popup in the outgoing message window. For more details, see Attaching a File to a Message on page 49.

Always include Macintosh information [off]—If you turn this setting on, Macintosh resources and types are included in attachments if they are basic MIME types. It may be advisable to turn this off when sending attachments to non-Macintosh users.

Receiving Attachments

Attachment Folder [blank]—This setting lets you specify the folder in which Eudora should place incoming attachments when they are received. To specify an attachment folder, click the long button. A dialog appears prompting you to select a folder. If you do not select an attachment folder, Eudora stores your incoming attachments in the Attachments Folder in your Eudora Folder, contained in your Documents Folder.

TEXT files belong to [TeachText]—This specifies what application is used to open text files. When you choose the Save As command from the File menu, Eudora creates a text file that is saved for the application named in this field. You may want to set this setting to your favorite word processing program. To change the application, click the application name button. A dialog appears letting you select an application.

Trash attachments with messages [off]—If this setting is on, Eudora automatically deletes an attachment received with a message when that message is deleted. The attachment must still be in the folder defined as the Attachment Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this setting off.

Receive MIME digests as attachments [on]—When this setting is on, MIME digests are converted to Eudora mailboxes. If this is off, MIME digests will be displayed as a single long message.

Replying

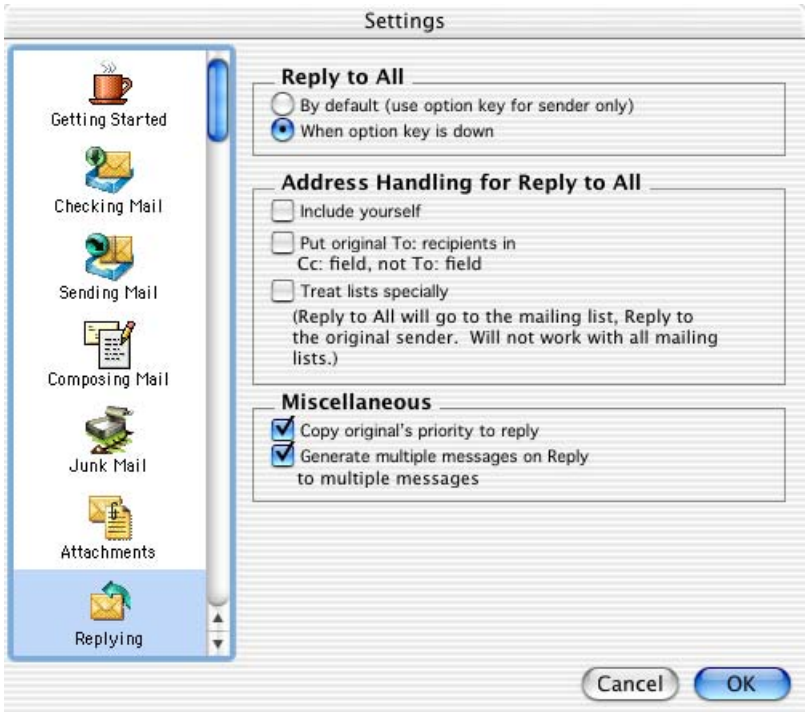
The Replying settings determine how replies are created.

To display the Replying settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Replying** icon.

   The Replying settings dialog appears.

Replying settings


Settings
Getting Started
Checking Mail
Sending Mail
Composing Mail
Junk Mail
Attachments
Replying
Reply to All
By default (use option key for sender only)
When option key is down
Address Handling for Reply to All
Include yourself
Put original To: recipients in Cc: field, not To: field
Treat lists specially
(Reply to All will go to the mailing list, Reply to the original sender. Will not work with all mailing lists.)
Miscellaneous
Copy original's priority to reply
Generate multiple messages on Reply to multiple messages
Cancel
OK

Select the settings you want to change. Following are the settings' descriptions.

Reply to all

This setting specifies under what circumstances a reply goes to everyone in the original message.

By default (use options key for sender only)—If this setting is turned on, the *Reply To All* command appears under the Message menu, and a normal reply is addressed to all the recipients of the original message. Hold down the Option key to create a reply to just the sender.

When option key is down—If this setting is turned on, the Reply command appears under the Message menu, and a normal reply is addressed only to the sender of the original message. In this case you can hold down the Option key to create a reply addressed to the sender and all the recipients of the original message.

Address Handling for Reply to All

This setting specifies other particulars of addressing a reply-to-all message.

Include Yourself—If this setting is on, you receive a copy of your own reply when you *Reply to all*. Your address is left in the address list of the new message. If this setting is off, your address is removed from the reply message, and you do not receive a copy of the reply.

Put original To: recipients in Cc: field, not To: field —If this setting is on, the addresses of the original message recipients are moved from the To: field to the Cc: field of the reply-to-all message. Only the address of the original sender is placed in the To: field. If this setting is off, all of the addresses are placed in the To: field of the reply message.

To determine who you are for the *Include yourself* setting, Eudora uses the “me” nickname, You create the “me” nickname in your Address Book. If you do not have a “me” nickname, Eudora uses the contents of the *Username*, *Mail Host*, and *Return address* fields from the Getting Started settings.

Treat lists specially—If this setting is on and if you Reply to all, mailing lists will be included in your reply. However, this function does not work with all mailing lists.

Priority Handling

Copy original’s priority to reply [on]—When this setting is on, your replies use the same priority as the original message.

Fonts & Display

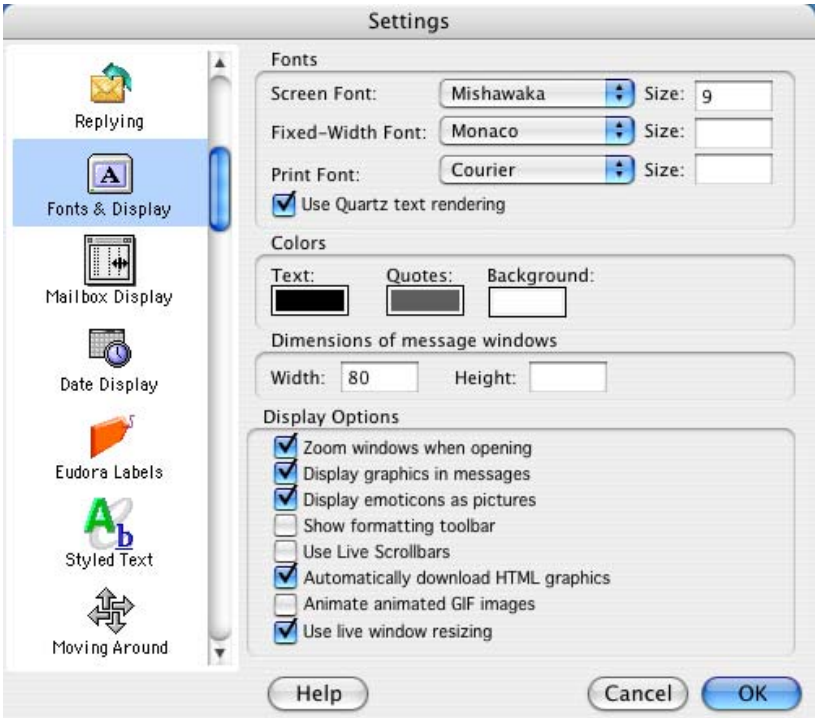
The Fonts & Display settings determine how Eudora displays windows and text.

To display the Fonts & Display settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Fonts & Display** icon.

   The Fonts & Display settings dialog appears.

Fonts & Display settings



Select the settings you want to change. Following are the settings' descriptions.

NOTE: For each of the following three options, select the desired font from the popup and type the point size in the text box.

Screen Font, Size [Mishawaka, 9]—These settings specify the font and point size to be used for text displayed in message windows (incoming and outgoing), mailbox windows (message summaries and the preview pane), and Search windows (message summaries and the preview pane in the Results dialog).

Fixed-Width Font, Size [Monaco, blank]—These settings specify the font and point size to be used for text displayed in open incoming messages when you click the *Fixed Width* button on the icon bar of the open message window. Be sure to select a fixed-width (monospaced) font from the popup, rather than a proportional font. For more details, see Incoming Message Window on page 111.

Print Font, Size [Courier, blank]—These settings specify the font and point size to be used for printed text in messages you print using the Print command from the File menu and its variants (*Print One Copy*, *Print Selection*).

Colors—To change the colors for each of these settings, click the color area and select the new color using the Macintosh color picker that appears. (If you are given the choice of multiple color pickers, select the one you want.)

Text [black]—This specifies the color to be used for text displayed in Eudora messages, mailbox windows, and Search windows.

Quotes [gray]—This specifies the color to be used for displaying quoted (excerpted) text in replies. The *Quotes* color is an additional visual cue that helps you and your correspondents distinguish quoted text from the new text you type.

Background [white]—This specifies the background color to be used in Eudora messages, mailbox windows, and Search windows. Be sure that the color you select here provides a sufficient contrast to the new and quoted text colors so that you can read your text.

Dimensions of message windows:

Width [80]—This specifies the width in number of characters of new message windows and received message windows when you open them. If you leave this field blank, Eudora uses the default value of 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns if the *Word wrap* setting is turned on in the Composing Mail settings or on the icon bar of the outgoing message. If *Word wrap* is turned off, the message text flows to fit the width of the recipient's window.

If you use a proportional font for your Screen Font, Eudora sets the window width based on the width of the "0" character.

Height [blank]—This specifies the height in number of lines of new message windows and received message windows when you open them. If you leave this field blank, Eudora uses a default value of 20.

If the *Zoom windows when opening* setting is turned on and you open a received message, the window height is automatically adjusted to the height of the message text.

Zoom windows when opening [on]—When this setting is on, mailbox windows and message windows automatically open to their “zoomed” size. The zoomed size is computed on a window-by-window basis. For mailbox windows, zoomed size is just wide enough to display the widest summary and just long enough to display all the summaries, or all the summaries and the message preview pane. (The default preview pane is 12 lines high.) For message windows, zoomed size is just long enough to display all of the message (but no longer than the Macintosh display screen), and as wide as the Width setting in this dialog. Composition windows zoom to the height specified by the Height setting (20 if blank).

Display graphics in messages [on]—This setting controls the way Eudora displays graphics that are either inserted into the body of a message or attached to the message as an attachment file. If this setting is on, Eudora displays both inserted graphics and graphics attachments as pictures in the open incoming message window and in the message preview pane in mailbox windows and Search windows. If this setting is off, Eudora displays inserted graphics as icons and displays graphics attachments as name and icon pairs. See the *Automatically download HTML graphics* setting description.

Display emoticons as pictures [on]—When this setting is on, Eudora displays emoticons, such as smiley faces, as graphic pictures in incoming and outgoing email messages.

Show formatting toolbar [off]—If you turn this setting on, the formatting toolbar appears by default in new message windows. This toolbar lets you easily format text styles in new messages. If this is off, the formatting toolbar is hidden by default in new message windows. You can turn this toolbar on and off in the current message by clicking the formatting toolbar icon on the icon bar.

Use Live Scrollbars [off]—If you turn this setting on, the contents of the window scrolls smoothly through the window as you drag the scroll slider in a Eudora window. If this is off, the contents of the window do not move as you drag the scroll slider. When you release the slider, the window is updated to show the contents at the new position.

Automatically download HTML graphics [on]—When this setting is on and you open an incoming message containing HTML graphic images, you can see the pictures right in the open message or in the preview pane. You must be connected to the Internet at the time you open or preview the message. If this setting is off, HTML graphic files cannot be retrieved when you open or preview the message. The HTML graphic image appears as a broken-graphic icon. You can retrieve the graphics at any time (and online) by opening the message and clicking the *Get HTML Graphics* button on the icon bar of the open message window. Turning this setting off does not affect HTML graphic files already retrieved. That is, even if you turn this setting off, HTML graphics that are already downloaded will still appear as pictures in the open message or preview pane, rather than as broken-graphic icons.

HTML graphic files that are downloaded to your computer via this setting are stored in your Cache Folder, which is in the Eudora Folder contained in your Documents Folder. This Cache Folder is managed the way cache folders are managed in web browser applications. Files continue to be added to the folder and when the folder reaches a certain size, the oldest least-used image files are deleted to make room for new image files. For more details, see Eudora Folders on page 414.

Animate animated GIF images [off]—Turn this feature on to display animated GIF images embedded in HTML messages.

Mailbox Display

The Mailbox Display settings control the display of the contents of mailbox windows. These settings determine which columns appear, whether separator lines appear, whether the message preview pane appears by default in all mailbox windows, and the conditions under which previewed messages that are marked “unread” (blue bullet in Status column) are automatically marked “read” (blank Status column).

NOTE: Search window Results panes appear according to the settings in this dialog. For more details, see Finding and Searching on page 196.

To display the Mailbox Display settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Mailbox Display** icon.

   The Mailbox Display settings dialog appears.

Mailbox Display settings

Select the settings you want to change. Following are the settings' descriptions.

Columns

Status, Priority, Attachments, Junk, Label, Who, Date, Size, Server, Mood—Turning on any of these settings (all are on by default) causes the corresponding column to be displayed in mailbox windows. The Subject column is always displayed in mailbox windows. You can, however, resize the Subject column in a mailbox window so that the column is hidden.

Drawing

Draw horizontal separator lines [on]—If you turn this setting on, horizontal separator lines appear in mailbox windows separating message summaries.

Draw vertical separator lines [off]—If you turn this setting on, vertical separator lines appear in mailbox windows separating columns.

Show count of selected messages [off]—If you turn this setting on, the number of messages you select appears to the left of the number of messages in a mailbox (located on the left side of the bar between the mailbox and the preview pane).

Message Preview

These settings control whether the message preview pane is shown or hidden by default in all mailbox windows, as well as the conditions under which unread messages being previewed are automatically marked read. For more details, see Message Preview Pane on page 145.

Show message previews by default [on]—If you turn this setting on, the message preview pane appears by default in all mailbox windows. If this is off, the message preview pane is hidden by default in all mailbox windows.

Whether this setting is on or off, you can always show or hide the message preview pane in any open mailbox window by using the preview pane show/hide button (disclosure triangle) at the bottom left of the message summary list in the mailbox window. The show/hide button affects the display of the preview pane in the current mailbox window only, and no other mailbox windows.

The following four settings apply to any open mailbox window in which the message preview pane is visible, regardless of whether the *Show message previews by default* setting (above) is on or off.

Mark read if clicked in or tabbed to or scrolled [on]—When this setting is on, an unread message currently being previewed in the preview pane is marked read if you click in the preview pane, tab to the preview pane, or operate the preview pane's scroll bar. (Each of these actions moves the keyboard focus to the preview pane.) If this is off, clicking in, tabbing to, or scrolling the preview pane will not mark the message read.

Mark read if "next message" used to move away [on]—When this setting is on, an unread message currently being previewed in the preview pane is marked read if you move to the next (or previous) message when using the modified or unmodified arrow keys as set in the Moving Around settings. If this is off, then performing such a message switch will not mark the unread message as read.

Mark read if deleted [on]—When this setting is on, an unread message currently being previewed in the preview pane is marked read if you delete it or transfer it to the Trash mailbox. If this setting is off, the message is not marked read when deleted. If this setting is on and you delete the unread message currently being previewed, Eudora first marks the message read, then deletes it. In this case, you will not get a warning if you have Eudora set to warn you when you delete unread messages in the Extra Warnings settings

Mark read after ? seconds [on, 5]—When this setting is on, an unread message (bullet in Status column) that is currently being previewed in the preview pane is marked read (blank in Status column) after the number of seconds entered in the box. If this is off, an unread message being previewed is not marked read after any length of time.

Date Display

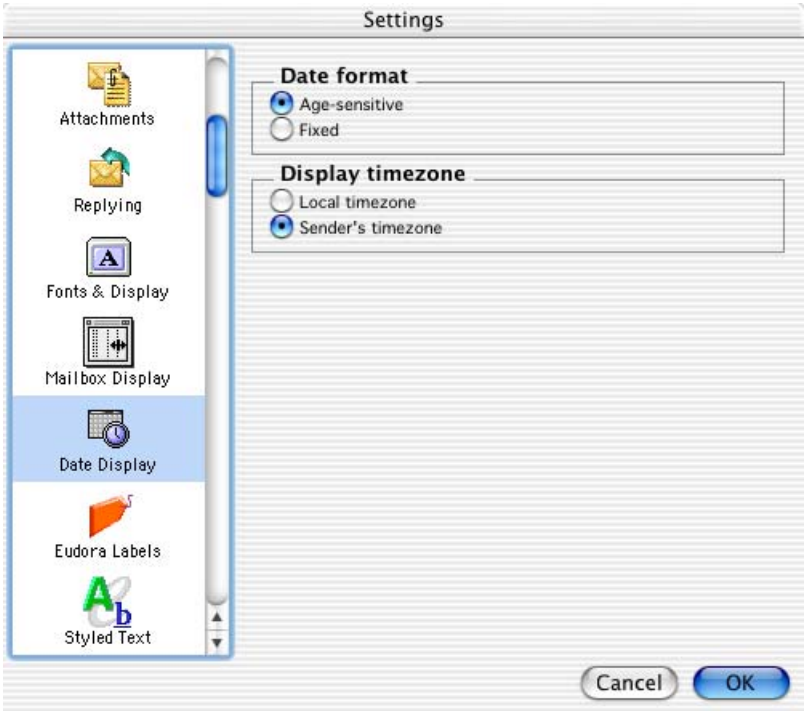
The Date Display settings determine how the date appears in message summaries.

To display the Date Display settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Date Display** icon.

   The Date Display settings dialog appears.

Date Display settings



Select the settings you want to change. Following are the settings' descriptions.

Date formats

Age-sensitive—This specifies how to display the date. If *Age-sensitive* is selected, messages dated today appear with the time, messages dated within the last six calendar days appear with the day of the week, and messages dated seven calendar days or more ago appear with the date.

Fixed—If *Fixed* is selected, all messages appear with the time and date.

Display timezone

This specifies what time zone to use.

Local timezone—If *this timezone* is selected, messages appear with your time and date.

Sender's timezone—If *this timezone* is selected, messages appear with the sender's time and date.

Eudora Labels

The Eudora Labels settings let you determine the title and color of the 15 labels that can be used to categorize messages.

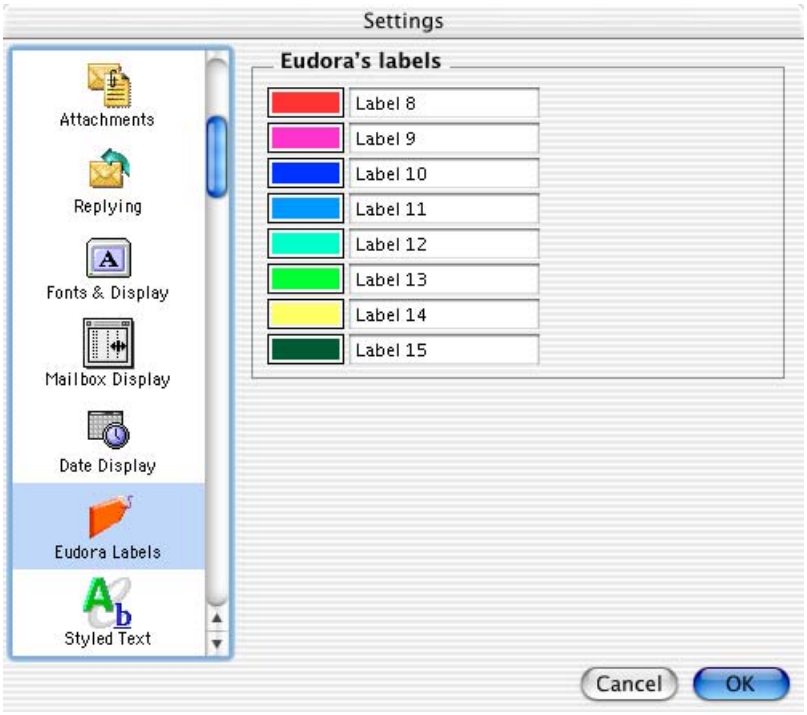
The first seven labels are Macintosh labels. You can change the names and colors for these labels in the Preferences dialog under the Edit menu displayed from the Finder.

To display the Eudora Labels settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Eudora Labels** icon.

   The Eudora Labels settings dialog appears.

Eudora Labels settings



Labels 8 through 15 are the Eudora labels, and you can change the color and title text for each one.

3. (Eudora labels only) Type the new title in the text field for that label.
4. To change a Eudora label color, click the color field next to the text field to display the Macintosh color picker in the Apple Color dialog. If multiple color pickers appear, choose one. Within a color picker, you can either choose from one of the pre-defined colors or create your own custom color.

   The default color for all Eudora labels (8 through 15) is black. The default title is Label n, where n = 8 through 15.

You can change the label associated with a message to any of the 15 labels, or no label at all.

To change a label associated with a message

- From the Message menu, choose **Change** then **Label**.

  The Label submenu appears.

  Or choose the label from the Label column popup menu in mailbox windows and Search windows or from the Make Label filter action in the Filters window.

See Working with Mailboxes on page 136 and Organizing Your Messages on page 166 for more details.

Styled Text

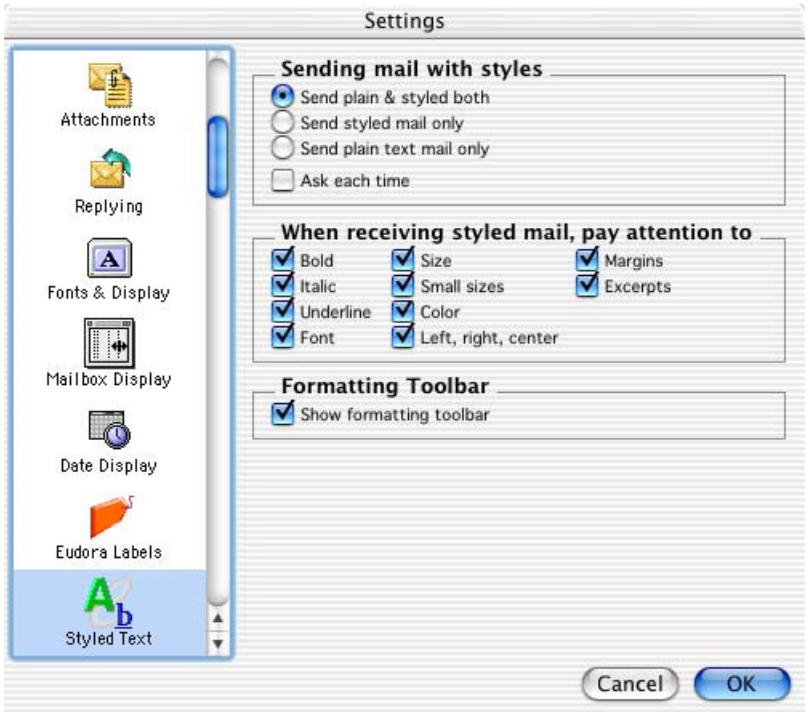
The Styled Text settings tell Eudora when to use style information in outgoing and incoming messages.

To display the Styled Text settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Styled Text** icon.

   The Styled Text settings dialog appears.

Styled Text settings



Select the settings you want to change. Following are the settings' descriptions.

Sending mail with styles (Sponsored and Paid modes only)

This specifies how to send a message that contains text styles.

- Choose *Send plain & styled both* to send the message in both plain text form and styled text (HTML) format. Recipients whose emailers cannot read styled mail will still be able to read the message in plain text form.
- Choose *Send styled mail only* to send the message with all styled text and not as a plain-text message.
- Choose *Send plain text mail only* to send the message in plain text form only, with all style information removed.
- Turn on the *Ask me each time setting* (default is off) if you want to be warned when you try to send or queue a message with styled text. When the alert appears, you can choose *Both* (the default) for plain and styled together, or *Plain Only*, or *Styled Only*. If you select Plain Only, the style information is not sent with the message.

When receiving styled mail, pay attention to

Bold, Italic, Underline, Font, Size, Color, Left/right/center, Margins, Excerpts—If any of these settings are on (all are on by default), that style appears in your incoming messages and in the message preview pane (if the sender allows it). “Excerpts” refers to excerpt bars included at the left of quoted text.

Formatting Toolbar

Show formatting toolbar [on]—If you turn this setting on, the formatting toolbar appears in new message windows. This toolbar lets you easily format text styles in new messages. If this is off, the formatting toolbar is hidden in new message windows. You can turn this toolbar on and off in the current message by clicking the formatting toolbar icon on the icon bar. This setting also appears in the Fonts & Display settings dialog.

Moving Around

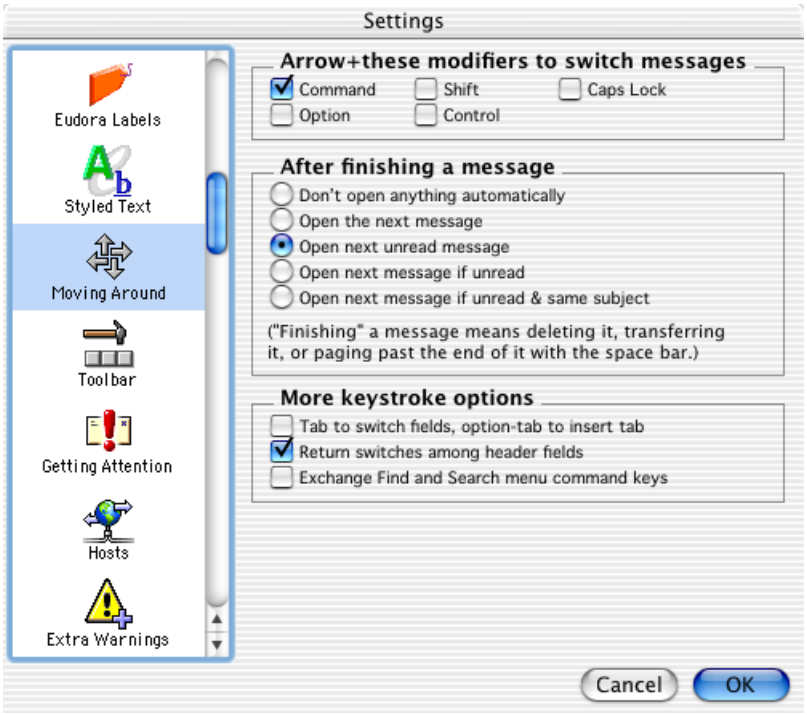
The Moving Around settings determine how you open messages and switch fields in Eudora.

To display the Moving Around settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Moving Around** icon.

   The Moving Around settings dialog appears.

Moving Around settings



Select the settings you want to change. Following are the settings' descriptions.

Arrow+these modifiers to switch messages [Command]

If any of these keyboard keys are on, you can hold down the keys you have selected here and use the keyboard arrows to close the current message and open the next or previous message in an open message window or preview pane.The up and left arrow keys open the previous message, and the down and right arrow keys open the next message. If any of these are on, you can use the arrow keys by themselves to move the insertion point in messages and in the preview pane. If all of these settings are off, you can use the arrow keys by themselves to switch to the next or previous message, whether the cursor is in an open message window or in the message preview pane.

After Finishing a Message

This specifies whether to automatically open the next message after you delete or transfer the current message or page past the end of it.

Don't open anything automatically—Turn this setting on to not open a message automatically.

Open the next message—Turn this setting on to open the next message, regardless if you have previously opened it.

Open next unread message [on]— Turn this setting on to open the next unread message.

Open next message if unread—Turn this setting on to open the very next message in the mailbox only if it's unread.

Open next message if unread & same subject—Turn this setting on to open the next unread message that contains the same subject as the current message.

More keystroke options

Tab to switch fields, option-tab to insert tab [off]—If you turn this setting on and your cursor is in the body of a message, pressing the Tab key moves the cursor to the To: field, and pressing the Option and Tab keys together inserts a tab at the insertion point. If this setting is off and your cursor is in the body of a message, pressing the Tab key inserts a tab, and pressing the Option and Tab keys together moves the cursor to the To: field.

Return switches among header fields [on]—When this setting is on, pressing the Return key moves the cursor to the next header field in outgoing messages. If this is off, pressing the Return key inserts a carriage return into outgoing message headers.

Exchange Find and Search menu command keys [off]—Turn this setting on if you want to switch the Find menu command key (Command+F) to the Search menu command key (Option+Command+F).

Toolbar

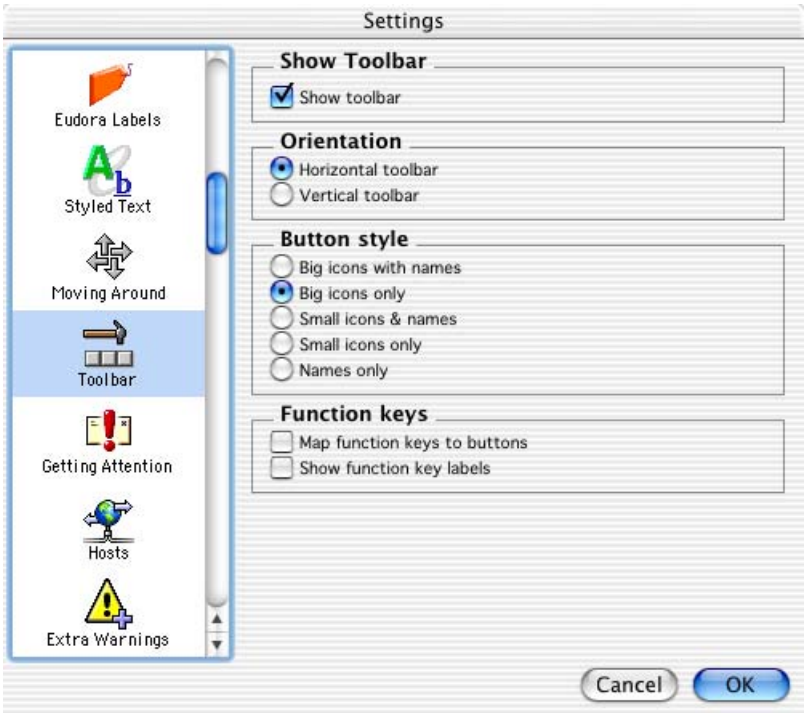
The Toolbar settings determine how the main toolbar appears.

To display the Toolbar settings dialog

1. From the **Special** menu, choose **Settings**.
2. Scroll and click the **Toolbar** icon.

   The Toolbar settings dialog appears.

Toolbar settings



Select the settings you want to change. Following are the settings' descriptions.

Show toolbar [on]—When this setting is on, the main toolbar appears on your desktop.

Orientation [Horizontal toolbar]—This specifies the orientation of the main toolbar, horizontal at the top of your screen or vertical along the left side.

Button type [Big icons only]—This specifies how the button names and icons appear.

Map function keys to buttons [off]—If you turn this setting on, the function (e.g., F5) keys mimic the main toolbar buttons.

Function keys [off]—If you turn this setting on, the function key labels appear on the main toolbar, under each button.

Getting Attention

The Getting Attention settings determine what Eudora does when it delivers you new mail or when it is running in the background and wants your attention.

To display the Getting Attention settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Getting Attention** icon.

   The Getting Attention settings dialog appears.

Getting Attention settings

Select the settings you want to change. Following are the settings' descriptions.

When something exciting happens

put up an alert [on]—When this setting is on, an alert dialog notifies you when new mail is received.

Bounce the icon in dock [on]—When this setting is on, an icon flashes in the menu bar when Eudora needs attention. Eudora uses two different icons. They are a mail flag when you have new mail and an envelope with an exclamation point in it for everything else.

New mail and attention icons

Open mailbox (new mail only) [on]—When this setting is on, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

Play a sound [on]—When this setting is on, a sound is played when Eudora needs attention. There are two different sounds, the New mail sound (played when new mail arrives) and the Attention sound (played for everything else). Popup menus next to these titles let you select the sound you want from the available sounds on your Macintosh.

Unread mail count in dock

Consider only recent messages unread [on]—When this setting is on, messages with dates older than one week will not be included in the count of unread messages displayed in the dock.

Count all open mailboxes (vs In only) [on]—When this setting is on, the dock count of unread mail will include all unread messages from all open mailboxes.

More attention-getting behavior

Show Task Progress during background activity [on]—When this setting is on, the Task Progress window appears when Eudora is checking and sending mail. For more details on this window, see Managing Windows in Eudora on page 224.

Open incoming message with error [off]—If you turn this setting on and any incoming message with a transport error is opened, you will hear a short beep. Inside the message you will see a red stop sign with an error message notifying you of the problem that occurred during the retrieval of this message.

Sounds

New mail sound—From the popup menu, choose the sound you'd like to hear when new mail arrives.

Attention sound—From the popup menu, choose the sound you'd like to hear when Eudora needs attention.

Hosts

The Hosts settings tell Eudora what servers to use, and how to use them.

To display the Getting Started settings dialog

1. From the Special menu, choose **Settings**.
2. Click the **Hosts** icon.

   The Hosts settings dialog appears.

Hosts settings

Select the settings you want to change. Following are the settings' descriptions.

Checking Mail

Mail Server [blank]—This field should contain the name you entered in the *Mail Host* field of the Getting Started dialog. If not, enter the full name of the incoming mail server. For example: `curly.myfirm.com`.

Overlap POP3 commands for better performance [off]—Check this box to send commands to your POP server immediately, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it. (POP3 is Post Office Protocol version 3, the latest version.)

Sending Mail

SMTP Server [blank]—Enter the name of the outgoing mail sever for your principal email account, for example: `smtp1.myfirm.com`. All outgoing messages sent from your primary account are routed through this server. If the computer that runs your primary incoming mail account is the same as your outgoing mail server, you can leave this field blank.

Use mail-exchange records (SMTP Servers Only) [off]—Check this box so when Eudora makes an SMTP connection, it asks your domain name server to tell it which host would be best for accepting your mail. Ask your system administrator about this before turning this setting on. The setting works only with Open Transport.

Directory Services

Ph/LDAP Server [blank]—Should you decide to use directory services, enter the name of your directory services server that allows you to look up people on the Internet or your local intranet, for example `ph.myfirm.com` or `ldap.myfirm.com`. Your ISP or your email administrator can provide you with the server names to use for each type of directory service available to you, that is either Ph or LDAP services.

Finger Server [blank]—Should you decide to use Finger directory services, enter the name of the server that runs the Finger protocol for Internet and intranet searches. You can obtain this server name from your ISP or from your email administrator. If you leave this field blank, Eudora uses your SMTP server as your Finger server.

“Live” directory service queries [off]—Check this box if you want your directory services to act on search information automatically. This saves you time when you perform Internet or intranet searching. The connection with your Directory Services server is kept open in the open Directory Services window (when the window is on top and in use). Directory service queries are automatically sent to the server when you pause after typing query text in the *Enter query* field of the window.

All connections

DNS load balancing [off]—Check this box to spread the usage of several Eudora users over many host computers. (Turn this setting on if your network administrator tells you to.)

NOTE: System Administrators: DNS load balancing works by making Eudora choose a random address from the list of addresses returned by the DNS (without DNS load balancing, Eudora will always choose the first address from the list). If you have several machines that can perform the exact same service, list all of their IP addresses under one domain name, then instruct your users to use that domain name and to turn on the *DNS load balancing* setting. Now the users are most likely to use any one of the “balanced” machines for the service.

Extra Warnings

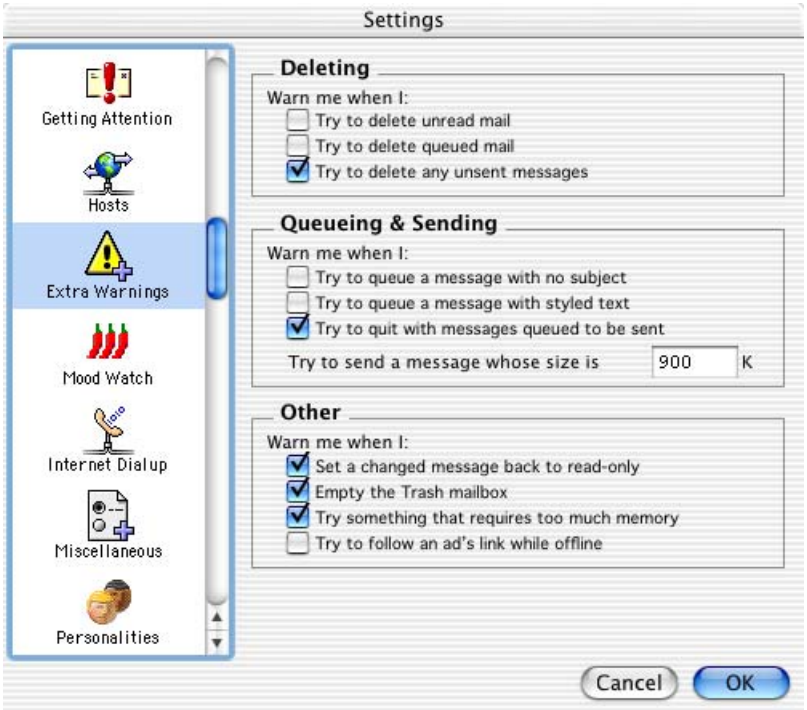
The Extra Warnings settings determine if you are warned before taking certain actions you did not intend to take. Most of the warnings appear with an option to stop that warning from being displayed again. If you choose that option, you can turn the warning back on using the Extra Warnings settings.

To display the Extra Warnings settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Extra Warnings** icon.

   The Extra Warnings settings dialog appears.

Extra Warnings settings



Select the settings you want to change. Following are the settings' descriptions.

Deleting

Warn me when I—Eudora will warn you when you attempt to perform any of the checked actions.

Try to delete unread mail [on]—When this setting is on, you are warned if you try to delete any incoming messages marked with the Unread (•) status.

Try to delete queued mail [on]—When this setting is on, you are warned if you try to delete any messages that are queued in your Out box with the Queued or Timed Queue status.

Try to delete any unsent messages [on]—When this setting is on, you are warned if you try to delete any messages in your Out box that are marked with the Send (•) status.

Queueing and Sending

Try to queue a message with no subject [off]—If you turn this setting on, you are warned if you try to send or queue a message that has an empty Subject field.

Try to queue a message with styled text [off] (Sponsored or Paid mode only)—If you turn this setting on, you are warned if you try to send or queue a message that contains styled text. (You can also use the Styled Text settings to set several options related to styled text.)

Try to quit with messages queued to be sent [on]—When this setting is on, you are warned if you try to quit Eudora while you still have messages queued in your Out box with the Queued or Timed Queue status.

Try to send a message whose size is more than ? K [900]—This setting is always on, and its limited by the number you enter in the text-entry box. Enter a very large number to avoid getting the warning. In any event, you are warned if you try to send a message whose size is greater than the number you enter. You must enter a number between 0 and 1000000 (one million). If you try to make the text field blank, Eudora inserts the default of 900.

Other

Set a changed message back to read-only [on]—When this setting is on, you are warned if, after editing an incoming message with the Pencil icon, you try to make the message uneditable by either clicking the Pencil icon again or closing the message without first saving your changes.

Empty the Trash mailbox [on]—when this setting is on, you are warned if you try to empty the Trash mailbox via the Empty Trash command from the Special menu or its variants. Once messages are deleted from the Trash, they are completely gone.

If you turn on this setting, and you also turn on the *Empty Trash on Quit* setting in the Miscellaneous settings, you will be warned every time you try to quit Eudora while messages are in the Trash mailbox.

Try something that requires too much memory [on]—When this setting is on, you are warned if you try to do something that might take more memory than you have available.

Try to follow an ad's link while offline—When this setting is on, you are warned if you try to display an ad's web site when you are not connected to a server.

MoodWatch (Sponsored and Paid modes only)

In the MoodWatch settings dialog, you can determine at what level you wish your messages to be monitored before a warning appears telling you that, perhaps, your message content may be offensive to your recipient. Also, you can set MoodWatch to monitor incoming and stored messages for offensive content.

Here, you can tell Eudora to hold offending messages for ten minutes before sending them.

MoodWatch works similar to the spell checker by indicating which words or phrases trigger the chili peppers to appear. The offending words or phrases now appear bold in different colors, depending on severity.

If you don't want to use MoodWatch at all, you can turn it off in this dialog. Also, you can choose if you want to use MoodWatch for incoming messages only, outgoing messages only, or both.

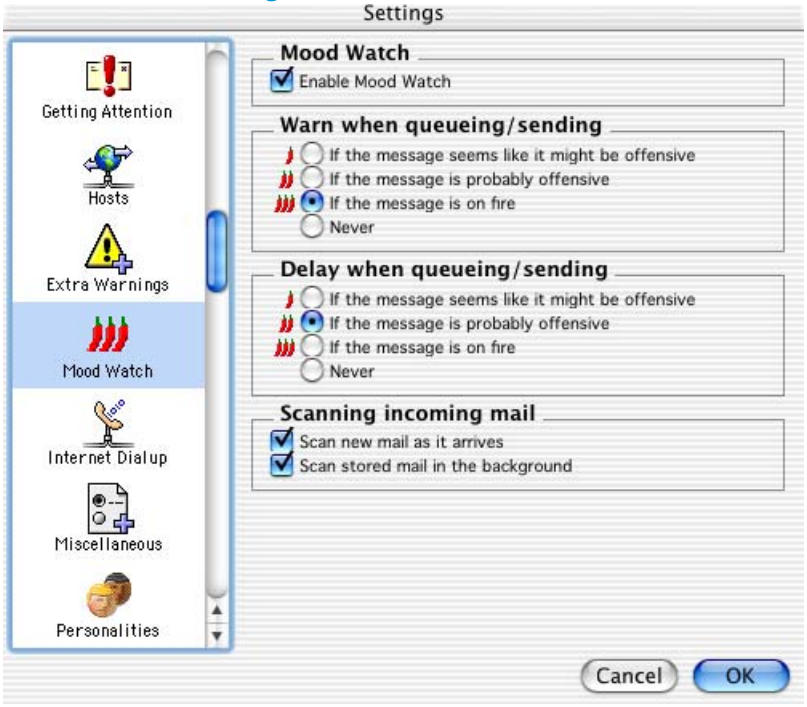
To display the MoodWatch settings dialog

1. From the Special menu, choose **Settings**.

2. Scroll and click the **MoodWatch** icon.

   The MoodWatch settings dialog appears.

MoodWatch settings



Select the settings you want to change. Following are the settings' descriptions.

MoodWatch

Enable MoodWatch—If checked, MoodWatch is on. To turn MoodWatch off, just uncheck the box.

Warn when queueing/sending

The following options warn you when MoodWatch detects anything that may be offensive in your message when queueing or sending.

If the message seems like it might be offensive—Turn this setting on to set MoodWatch to its most sensitive level. If your message has some content that looks like it might be offensive (one chili pepper appearing), you will be warned when you queue it.

If the message is probably offensive—Turn this setting on to set MoodWatch to a medium sensitivity level. If your message has some content that looks like it is offensive (two chili peppers appearing), you will be warned when you queue it.

If the message is on fire—Turn this setting on to set MoodWatch to a low sensitivity level. If your message has some content that is offensive (three chili peppers appearing), you will be warned when you queue it.

Never—Turn this setting on to never display a warning in your outgoing messages, despite offensive text in its content.

Delay when queuing/sending

The following options allow you to delay sending an offending message giving you time to "cool off." During the delay period, you can either delete the message or send it. After the delay period is over, your message will be sent.

If the message seems like it might be offensive—Turn this setting on to delay a message to be sent when MoodWatch is at its most sensitive level. If your message has some content that looks like it might be offensive (one chili pepper or more appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

If the message is probably offensive—Turn this setting on to set MoodWatch to a medium sensitivity level. If your message has some content that looks like it is offensive (two chili peppers or more appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

If the message is on fire—Turn this setting on to set MoodWatch to a low sensitivity level. If your message has some content that is offensive (three chili peppers appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

Never—Turn this setting on to never delay your outgoing messages being sent, despite offensive text in its content.

Scanning incoming mail

Scan new mail as it arrives—Turn this setting on to allow MoodWatch to scan all of your incoming mail. MoodWatch determines the level of offensive text contained in the message. MoodWatch then displays one, two, or three chili peppers in the MoodWatch column of the mailbox where the message resides.

Scan stored mail in the background—Turn this setting on to allow MoodWatch to scan all of your stored messages. MoodWatch determines the level of offensive text contained in each message. MoodWatch then displays one, two, or three chili peppers in the MoodWatch column of the mailbox where the message resides.

Internet Dialup

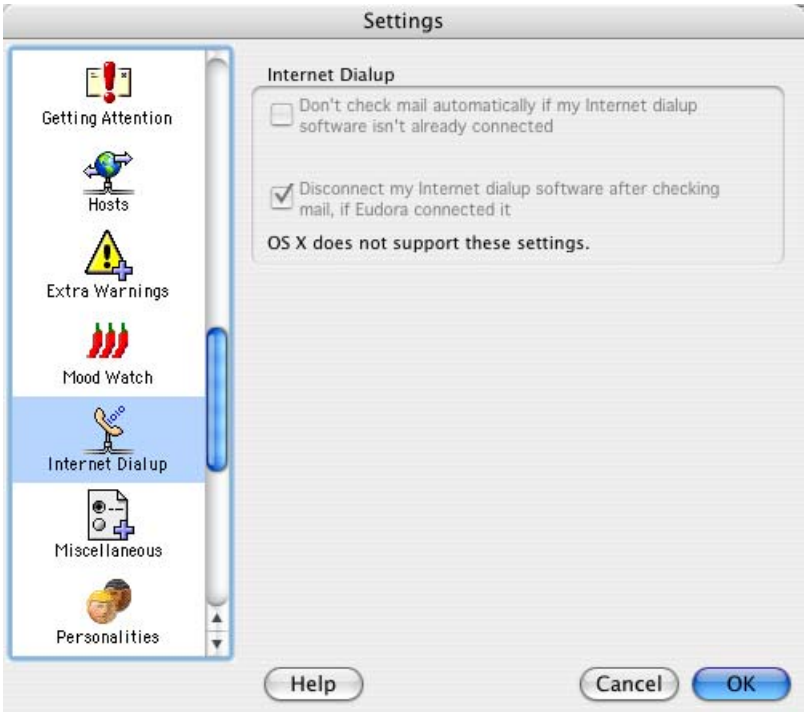
The Internet Dialup settings determine what Eudora does when you are connecting to your ISP using MacSLIP from Hyde Park Software or Apple's Open Transport PPP or Apple's Remote Access. Normally, when Eudora or any other application tries to make a connection, your dialup software will automatically dial your ISP and establish a connection. This connection remains open until you close it or a timeout period elapses. The settings below modify this behavior.

To display the Internet Dialup settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Internet Dialup** icon.

The Internet Dialup settings dialog appears.

Internet Dialup settings



Select the settings you want to change. Following are the settings' descriptions.

Don't check mail automatically if my Internet dialup software isn't already connected [off]—If you turn this setting on, Eudora does not check mail automatically unless your Internet dialup software has already connected (this avoids unnecessary connections to your ISP).

Disconnect my Internet dialup software after checking mail, If Eudora connected it [on]—When this setting is on, your Internet dialup software disconnects at the end of a mail check when it was connected by Eudora, but it does not disconnect at the end of a mail check when it was connected by another application. If this setting is off, your Internet dialup software will not automatically disconnect at the end of a mail check, even if it was connected by Eudora. Use this setting to minimize the time you are connected to your service provider.

Miscellaneous

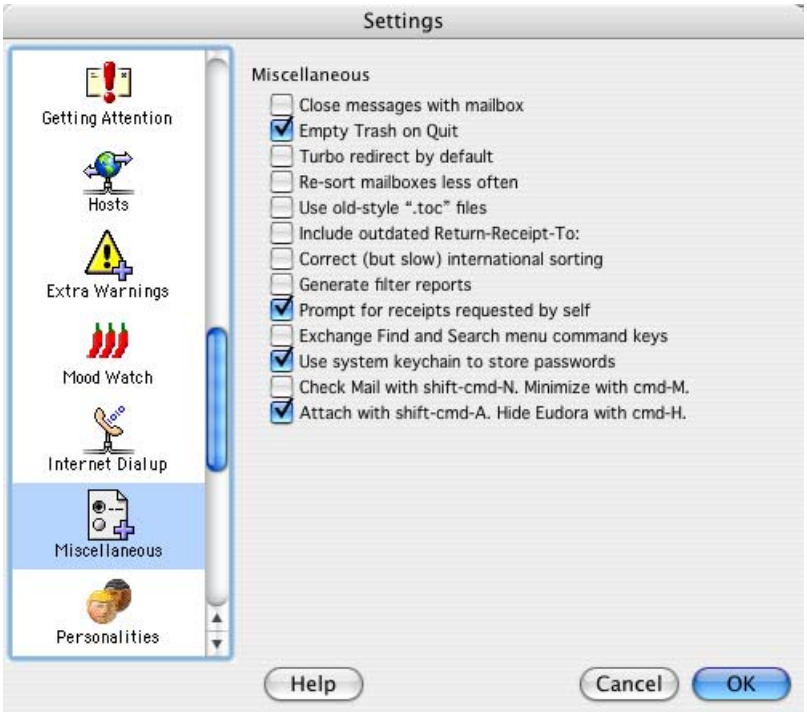
The Miscellaneous settings control other assorted Eudora functions that cannot be categorized.

To display the Miscellaneous settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Miscellaneous** icon.

   The Miscellaneous settings dialog appears.

Miscellaneous settings



Select the settings you want to change. Following are the settings' descriptions.

Close messages with mailbox [off]—If you turn this setting on, closing any mailbox window (except the Out mailbox) also closes all the open messages from that mailbox.

Empty Trash on Quit [on]—When this setting is on, the Trash mailbox is emptied when you quit Eudora. If this is off, the Trash is emptied only when you choose the Empty Trash command from the Special menu or one of its variants.

Turbo redirect by default [off]— If you turn this setting on, and you select a recipient from the Turbo Redirect To submenu from the Message menu, a redirected message is created with the specified recipient, the message is queued, and the original message is deleted. Hold down the Option key to do a regular Redirect, or hold down the Shift key to suppress the deletion of the original message.

Re-sort mailboxes less often [off]—If you turn this setting on, mailboxes are sorted only when they are opened, or when messages is added to them.

Use old-style ".toc" files [off]—If you turn this setting on, each mailbox stores its table of contents in a "mailbox.toc" file, instead of in its resource fork, the latter being the default in 3.0 and later versions of Eudora. If you have upgraded to version 3.0 or later, this is automatically on. You should turn this off at some point so that your mailboxes convert to using resource forks.

Include outdated Return-Receipt-To: [off] (Sponsored and Paid modes only)—If this setting is off, Eudora uses the "Disposition-Notification-To:" header in return receipt requests to request that you be sent a notification when your message appears by the recipient. If you turn this setting on, Eudora also sends the "Return-Receipt-To:" header in return receipt requests. This header is understood by some older mail delivery systems and may return you a receipt when your message is delivered to your recipient's mailbox. The "Return-Receipt-To:" header cannot give you any information about whether or not your recipient displayed your mail, and is not supported by many newer mail delivery systems.

Correct (but slow) international sorting [off]—If you turn this setting on, slower but internationally correct string comparisons are used.

Generate filter reports [off]—If you turn this setting on, a filter report is generated when messages are filtered from the In mailbox.

Prompt for receipts requested by self [on]—When this setting is on and if you request a return receipt in an outgoing message including yourself as a recipient, you are asked to respond to the request when you receive the incoming message. If this is off, you are not asked to respond to the request. This setting does not affect whether your other recipients get the request. They will always get the request in a return-receipt message provided they have a compatible mailer.

To determine who you are for the above setting, Eudora uses the "me" nickname if previously set up in your Address Book. If you do not have a "me" nickname set up, Eudora uses the contents of the Username, Mail Host, and Return address fields from your Getting Started settings.

E**xchange Find and Search menu command keys [off]**—Turn this setting on if you want to switch the Find menu command key (Command+F) to the Search menu command key (Option+Command+F).

U**se system keychain to store passwords [on]**—Turn this setting on if you want to use Apple's keychain feature to store your Eudora passwords.

Check mail with shift-cmd-N. Minimize with cmd-M [off]—Turn this setting on if you would like (Command+M) to be used for minimize instead of checking mail.

Attach with shift-cmd-A. Hide Eudora with cmd-H [on]—Turn this setting off if you would prefer to use (Command+H) to attach files to your messages.

Personalities (Sponsored and Paid modes only)

The Personalities settings, along with the Personality Extras settings, are used to define the necessary information for your multiple email personalities.

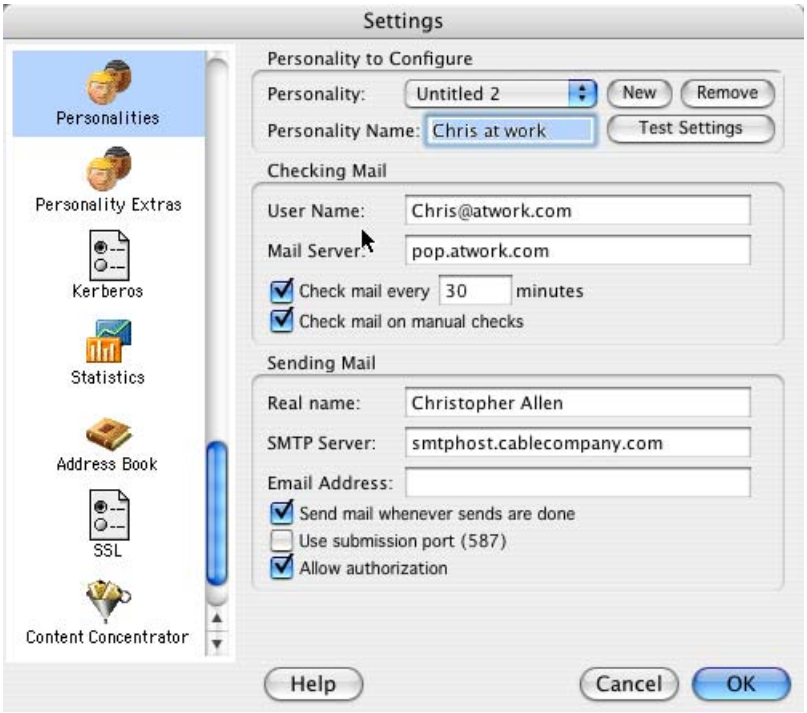
NOTE: For more details, see Using Multiple Personalities (Sponsored and Paid modes only) on page 82.

To display the Personalities settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Personalities** icon.

   The Personalities settings dialog appears.

Personalities settings



Select the settings you want to change. Following are the settings' descriptions.

Personality to Configure

Personality [«Dominant»]—The popup menu in this field lists your alternate email accounts, that is, your multiple personalities. Your Dominant personality is your primary email account. It's the one that's associated with all mail stored before you began using multiple personalities.

Click **New** to create a new personality. Click **Remove** to delete the personality currently selected in the popup. You cannot delete your Dominant personality.

To set the remaining settings in this dialog for a personality, just make sure that personality is selected in the popup. Most of the settings for the Dominant personality are also reflected in other Settings categories, such as Getting Started, Hosts, Checking Mail, and Sending Mail. If you change those settings here, they are changed in all other Settings categories in which they appear.

Personality Name [«Dominant»]—This is the personality name by which you choose to refer to this personality. For your Dominant personality, this field is display-only and cannot be changed. For an alternate (non Dominant) personality, this field is a text entry field. Enter the name you wish to assign to the alternate personality, for example, Jim at Home. This name appears in all places in Eudora where personality names are listed, such as on the Personality submenu, in the Personalities window, on the From: field Personality popup in a new message window, the Make Personality filter action, and the Search window Personality search target.

NOTE: Eudora uses the Personality Name to mark your mail for that personality. If you change the name of the personality, you break the link between the mail and that personality. As a result, mail that had been associated with the old personality name is now assigned to the Dominant personality. If you reestablish the name for the personality, or create a new personality with that name, the messages are reassigned to the personality.

For additional details on the remaining fields below, see Getting Started on page 320. Hosts on page 358, Checking Mail on page 322, and Sending Mail on page 327.

Checking Mail

Username [blank]—Enter the email name for this personality's account on the associated incoming mail server (Mail Server).

Mail Server [blank]—Enter the name of the host computer that runs the incoming (POP or IMAP) mail server that receives this personality's incoming mail.

Check for mail every ? minutes [off, blank]—If you turn this setting on and you enter a number in the box, mail is automatically checked for this personality at the specified interval. If this is off, no automatic mail checking takes place for this personality (even if a number is in the box). It is recommended that you enter a minimum interval of 15 minutes.

You can have different mail checking intervals for different personalities. However, if automatic mail checking is set for your Dominant personality, then the Check Mail command reflects the time of the next check for the Dominant personality.

Check mail on manual checks [on]—If you turn this setting on and each time you do a manual check for mail by selecting **Check Mail** from the File menu, mail is checked for this personality. If this is off, manual mail checks do not check mail for this personality. (You can also perform manual mail checks for one or more selected personalities from the Personalities window using the Check Mail button.)

To turn off all mail checking settings for the selected personality, turn off both the *Check for mail every ? minutes* setting and the *Check mail on manual checks* setting.

Sending Mail

Real name [blank]—Enter the real name you wish to assign to this personality (generally a first and last name). This name is used in the **From:** field of all outgoing mail for this personality.

SMTP Server [blank]—Enter the name of the outgoing (SMTP) mail server for this personality. If the **Mail Host** you enter above also runs an SMTP server, you can leave this field blank.

Email address [blank]—The return email address used in outgoing messages and recipients' replies for this personality, if this address is different from the personality's incoming mail account (`username@mailhost`).

Use submission port (587)—If you select this option, when sending mail, Eudora will connect to the outgoing mail server on the new 'submission' port 578 instead of the old SMTP port 25. Using the submission port requires authentication to be turned on.

Send mail whenever sends are done [on]—If you turn this setting on, queued mail for this personality is sent whenever Eudora sends queued mail. If this setting is off, queued mail for this personality is not sent when Eudora sends queued messages, and you must send such mail manually.

Allow Authentication [on]—If this setting is checked, Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used.

Personality Extras (Sponsored and Paid modes only)

The Personality Extras settings supplement the Personalities settings in defining your alternate email accounts.

NOTE: The display of some of the fields in this settings dialog depends on what you choose in the Server Configuration field: POP or IMAP. Below, we first list the fields common to both server configurations, then list the fields particular to each server configuration, POP and then IMAP.

To display the Personality Extras settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Personality Extras** icon.

   The Personality Extras settings dialog appears.

Personality Extras settings (POP server)

Select the settings you want to change. Following are the settings' descriptions.

Personality to Configure (POP and IMAP)

Personality [«Dominant»]—From the popup menu, choose the personality you want to enter settings for.

To set the remaining settings in this dialog for a personality, just make sure that personality is selected in the popup. Most of the settings for the Dominant personality are also reflected in the Checking Mail and Composing Mail settings categories. If you change those settings here, they are changed in the other Settings categories in which they appear.

More Checking Mail (POP)

Mail Protocol [POP]—Your selection in this field determines whether some of the other fields in this Settings dialog appear. You should select the setting that corresponds to the protocol used by your incoming mail server for this personality. See Checking Mail on page 322 for more details.

Authentication [Passwords]—Specify which POP authentication technology to use for this personality: Passwords, Kerberos, or APOP. Ask your email administrator which one to specify for this personality.

Skip messages over ? K [off, 40]—If you turn this setting on and a number is entered in the field, incoming messages for this personality over the specified size are retrieved only in part. These messages include the first few lines, along with a statement that says the message is not complete. This can be useful if you have a slow connection.

Leave on server for ? days [off, blank]—If you turn this setting on and a number is entered in the field, Eudora copies incoming messages for this personality to your computer and leaves the message on the POP server for the specified number of days. If you leave the box blank, your mail is left on the server indefinitely. If this setting is off, mail for this personality is deleted from the POP server after it is transferred to your computer.

More Checking Mail (IMAP)

Location Prefix [blank]—This tells Eudora where to look for your mail on the incoming IMAP mail server for this personality. Normally you enter a folder location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail/`. If you are not sure what to enter in this field, ask your email administrator or your ISP.

Download options—When you check mail for your IMAP account for this personality, these options (you can only choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server to your computer. You can retrieve just the essential headers, or, alternately, the entire message and any attachments under a specified size.

Minimal headers only [on]—If this setting is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message for this personality. The remaining headers, the message body, and any attachments are not retrieved with the message, but are left on the server for you to retrieve later. The headers tell you whom the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to retrieve the full message and any attachments, or just delete the message.

Full message except attachments over ? K [off, 40]—If this setting is on and a number is entered in the box, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message for this personality. Any attachments larger than the specified size are not retrieved with the message but are left on the server for you to retrieve later. If you want Eudora to retrieve all of your IMAP attachments for this account, enter a large number in this field. If you don't want attachments retrieved when you check your mail, enter 0 in this field.

Full message with attachments—If this setting is on, the full message and all attachments, regardless of size, are retrieved for each incoming IMAP message for this personality.

Remove Deleted Messages—IMAP messages marked for deletion are removed from view but continue to take up space in the IMAP mailbox until they are expunged. When IMAP auto-expunge is active, mailboxes are periodically purged of deleted messages..

Always [off]—If this is set, Eudora will immediately remove deleted messages from IMAP mailboxes..

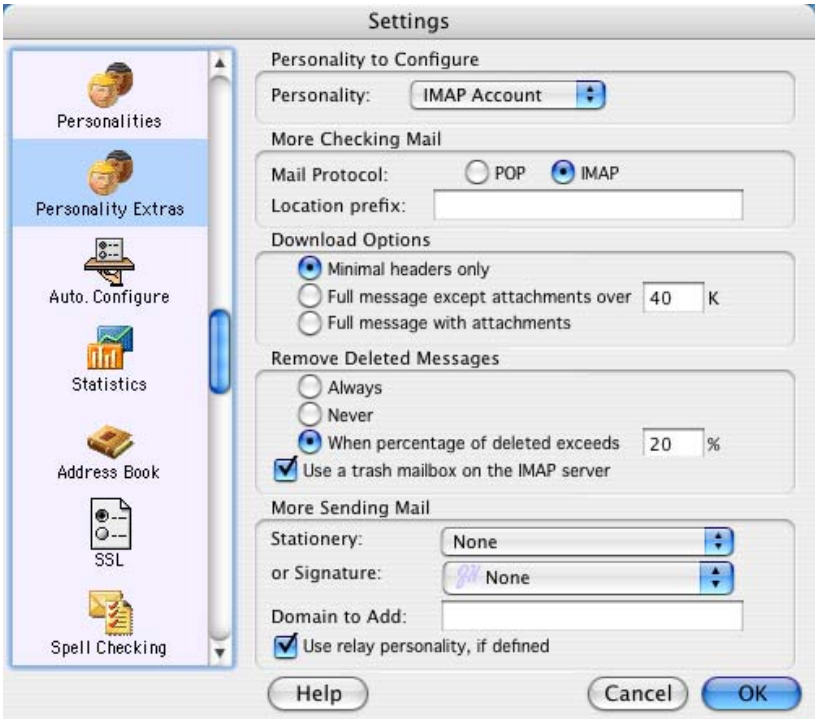
Never [off]—Eudora will never automatically remove deleted messages from IMAP mailboxes.

When percentage of deleted exceeds % [on, 20%]—Eudora will permanently remove deleted messages from IMAP mailboxes, when the space in a mailbox used up by messages marked for deletion exceeds this percentage. The default is 20%.

Use a trash mailbox on the IMAP server [on]—If this setting is on and the first time you transfer or delete a message from any mailbox stored in this IMAP account, Eudora will try to create a Trash mailbox on the IMAP server for this personality. If it cannot create the Trash mailbox, it will ask you to select an existing IMAP mailbox to use as the Trash mailbox.To create a new IMAP mailbox to be used as the Trash mailbox on the 72IMAP server, choose the New command under the appropriate submenu of the Mailbox or Transfer menu.

The purpose of the Trash mailbox is to provide you a central location for storing your deleted IMAP messages, similar to a POP Trash mailbox. You can regulate your deleted mail in the Trash mailbox, either emptying the Trash or retrieving some of the deleted messages before they are permanently removed from the IMAP server. If this setting is deselected, you will have to mark each message for deletion and then delete the message from the server. See Deleting Messages on page 166.

Personality Extras settings (IMAP server)



More Sending Mail (POP and IMAP)

Stationery [None]—From the popup menu, choose a default stationery file to use for this personality, or choose None for no default stationery. The selected stationery file is used when you open new messages for this personality (except with the Redirect or Send Again commands under the Message menu). The icon bar in the message window is set according to how the stationery message was saved, regardless of any other settings in the Settings dialog. However, you can always change these settings from the icon bar after you open the new message. See Composing Mail on page 329 for more details.

or Signature [Standard]—From the popup menu, choose a default signature to use for this personality or choose None for no default signature. If you choose a signature, Eudora automatically attaches that signature to the end of outgoing messages for this personality

Use this popup to set the default signature to use for this personality when the Stationery popup is set to None. If you have selected a default stationery for this personality in the Stationery, the signature that was saved with that stationery message file will override your selection in this Signature popup.

Domain to Add [blank]—Enter the domain name you want Eudora to automatically add to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. For example, if you enter `@myfirm.com` in this field and address a message from this personality to `jim` (assuming you do not have a `jim` nickname in your Address Book), Eudora addresses the message to `jim@myfirm.com`. See Sending Mail on page 327 for more details.

Use relay personality, if defined—If your ISP requires you to use their mail account to send messages through their outgoing server, set the SMTP Relay Personality here. See Sending Mail Through One Account (SMTP Relay) (Sponsored and Paid modes only) on page 64 for more details.

Statistics (Sponsored and Paid modes only)

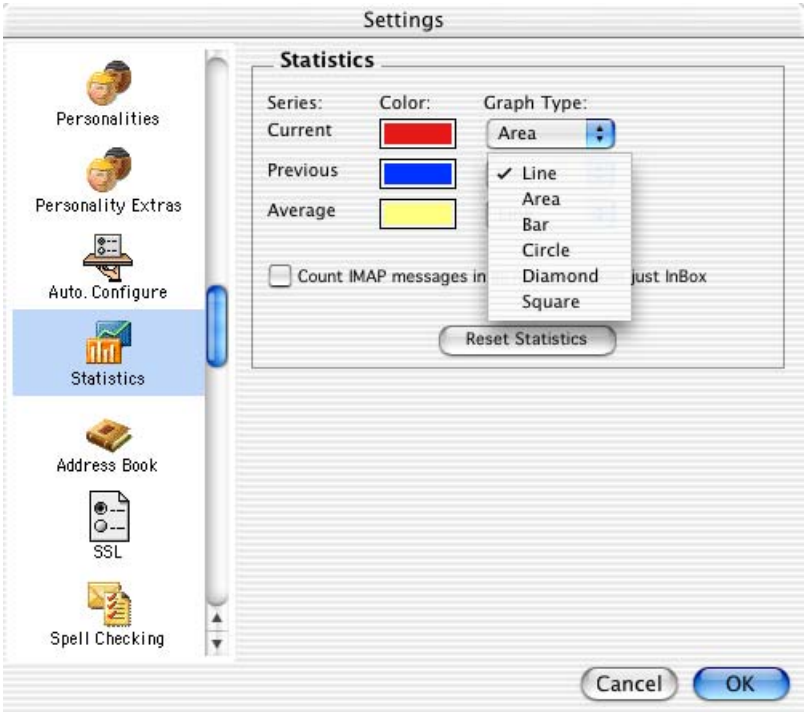
In the Statistics settings dialog, you can choose the color and graph type you prefer when displaying and printing the Statistics window found in the Window menu. The Statistics window displays your email usage, that is the statistics on received, sent, and general Eudora usage. You can display this information for the current or previous day, week, month, or year.

To display the Statistics settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Statistics** icon.

   The Statistics settings dialog appears.

Statistics settings



Select the settings you want to change. Following are the settings' descriptions.

Series—This column lists the different timeframes displayed in the Statistics window. *Current* refers to the current day, week, month or year, as selected in the Statistics window. *Previous* refers to the previous day, week, month or year, as selected in the Statistics window. *Average* is the cumulative average that occurs on a day-to-day basis. For example, if you choose to view your statistics for each day, the current graph would be today, and the previous graph would be yesterday. The average graph would indicate the cumulative average since you began keeping statistical information in Eudora.

Color—Choose the color you wish to represent the current, previous, and average criteria.

Graph Type—Choose the graph type you prefer to display for the current, previous, and average criteria. The graph type you choose will appear in the color you chose in the Color column. The graph types you can choose are a line, a solid (filled) area, a graph bar, a circle, diamond, or a square.

Count IMAP messages in all mailboxes, not just the Inbox—Turn this option on if you want Eudora, for statistical purposes, to count all received IMAP messages regardless of which mailbox they are received into. Turn this option off if you want Eudora to count only the IMAP messages received in the Inbox.

Reset Statistics—Click Reset Statistics to erase all of your statistical information and start anew. Once you click this button, usage information from now will begin to accumulate.

Address Book

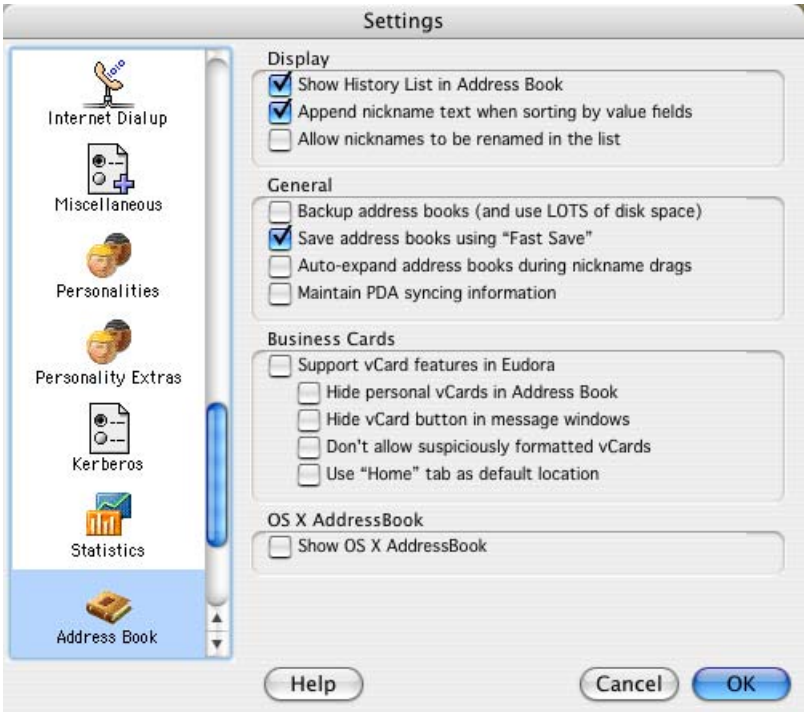
Here, you can choose to turn settings on or off that pertain to your address book, including how the address book displays nicknames, general settings, and settings for the business card feature (vCards).

To display the Address Book settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and click the **Address Book** icon.

   The Address Book settings dialog appears.

Address Book settings



Select the settings you want to change. Following are the settings' descriptions.

Display

Show History List in Address Book—When this setting is on, the History List, the email addresses of the most recent people you have sent messages to, appear in your nickname list as an address book called History List.

Append nickname text when sorting by value fields—When this setting is on, the nickname you assigned to the person will be added to the name, address, city, and so forth when you perform a sort.

Allow nicknames to be renamed in the list—When this setting is on, you are allowed to rename a nickname directly on the Nickname list. If this setting is off, you can still rename the nickname, but you must change it in the Nickname field only after you select the nickname from the Nickname list.

General

Backup address books (and use LOTS of disk space)—When this setting is on, your address book is automatically backed up when you exit Eudora. It is recommended to turn this function on occasionally because of disk space considerations.

Save address books using "Fast Save"— When this setting is on, Eudora saves your address books using speedy updates instead of traditional saving methods.

Auto-expand address books during nickname drags—When this setting is on, the address book expands to display all of its nicknames when you drag a nickname to this address book.

Maintain PDA syncing information—When this setting is on, information in your address book is formatted to automatically sync with your Palm handheld computer.

Business Cards

Support vCard features in Eudora—When this setting is on, you can create and use vCards, which is an electronic business card, in your address book.

Hide personal vCards in Address Book—When this setting is on, the personal vCards you receive and drag into the address book are hidden.

Hide vCard button in message windows—When this setting is on, the single name (yours) that appears at the root level of the Nickname list is hidden. The name is your Personal vCard.

Don't allow suspiciously formatted vCards—When this setting is on, any vCard you receive that Eudora detects as not formatted properly will be rejected.

Use "home" tab as default location—When this setting is on, information such as phone, city, state, and so forth, will populate the Home panel fields in your address book. If this setting is off, the information will populate the Work panel fields.

OS X Address Book

Show OS X AddressBook—Turn this setting on to include the OS X Address Book as an Address Book in Eudora.

Secure Sockets Layer (SSL) (Sponsored and Paid modes only)

Eudora supports SSL, a security protocol for transferring information. SSL allows you to authenticate the server that sends and receives your email messages. Also, SSL is used to encrypt mail transfers so no one can read your messages while they are being sent to or received from your mail server.

SSL uses a security certificate system, just as most web browsers, to authenticate and encrypt your messages. Valid certificates should be present for SSL to work properly. These certificates are included in SSL and are usually updated by your ISP, email administrator, or Eudora. Valid certificates come with Eudora, and more will be provided to you as needed.

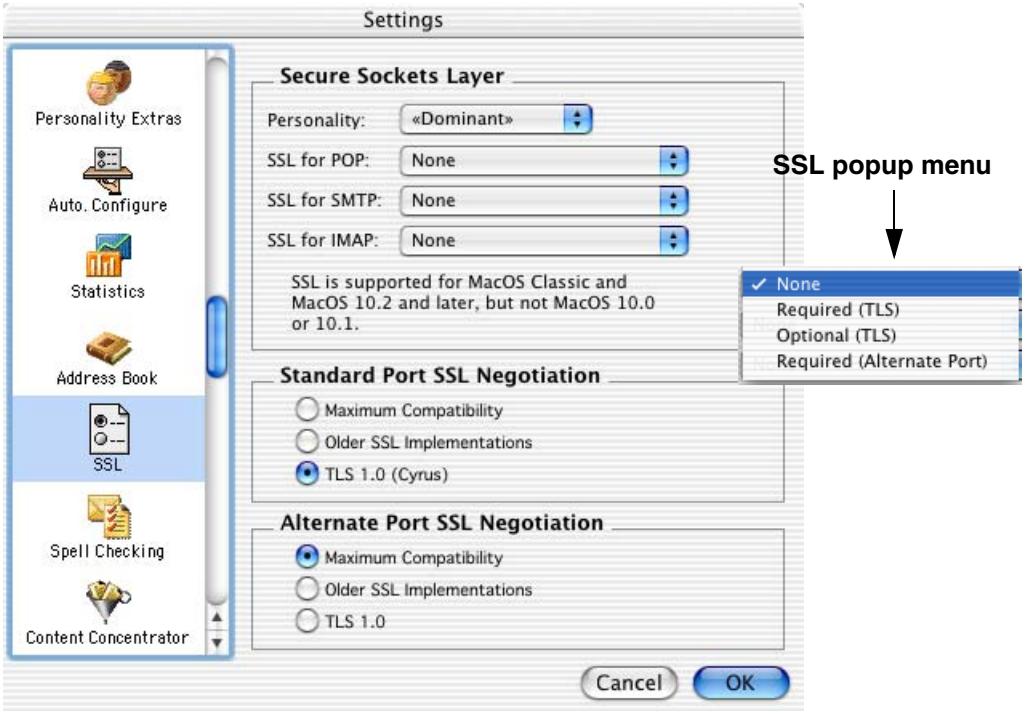
For both sending and receiving mail and for any personality, Eudora supports SSL through the SSL settings dialog.

To display the SSL settings dialog

1. From the Special menu, choose **Settings**.
2. Scroll and choose **SSL**.

   The SSL settings dialog appears.

SSL settings dialog



Select the settings you want to change. Following are the settings' descriptions.

Personality—From the popup menu, choose the desired personality. The SSL settings you will be choosing from the following fields will be for this personality. You can choose your dominant personality or any other personality you have previously set up.

SSL for POP—From the popup menu, choose the SSL setting for receiving messages from a server using the POP protocol.

SSL for SMTP—From the popup menu, choose the SSL setting for sending messages to a server using the SMTP protocol.

SSL for IMAP—From the popup menu, choose the SSL setting for receiving messages from a server using the IMAP protocol.

After you select the desired protocol, choose one of the following from the popup menu:

- **Never**—Do not use SSL for server authentication and mail transfer security, even if SSL is available on the server.
- **Required (TLS)** (default)—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the STARTTLS command method to start SSL. If your server does not support STARTTLS, mail transfers will fail.
- **Optional (TLS)**—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the TLS command method to start SSL, that is, if the server supports TLS. If your server doesn't support TLS, mail transfers will occur successfully, but they will not be secured with SSL.
- **Required (Alternate Port)**—Use SSL for server authentication and mail transfer security by having Eudora automatically use the older style alternate port method for starting SSL. If your server does not support SSL on the appropriate ports, mail transfers will fail.

NOTE: If you use SSL and cannot make a connection when receiving or sending mail, you may need to check with your ISP to update any invalid SSL certificates. However, to override any issues with SSL when retrieving or sending mail, choose *Never* from the drop-down menu to make a successful connection.

NOTE: If a new SSL certificate is chained to a trusted root certificate, Eudora will automatically trust the new certificate.

EUDORA

Eudora Sharing Protocol

(Sponsored and Paid Modes only)

Eudora Sharing Protocol (ESP) is a Eudora feature that allows a group of people, called a share group, to collaborate and share a common set of files. ESP automatically gives each member of the share group a copy of those files, and when one of the members changes a file, it brings all the other members' copies up to date automatically. ESP also makes it easy for the members of a share group to send email messages to each other. Unlike other collaboration tools, ESP uses only email to keep everyone in sync on the shared files, so there's no need to maintain and administer a shared server.

ESP allows you to create and manage share groups within Eudora, on both Mac and Windows platforms. If you send and receive email through Eudora, you can belong to an ESP share group.

When you join an ESP Group, you designate a shared folder on your hard drive. Eudora uses the shared folder to keep the most current copies of your group's documents together. You and each member of your group have copies of the shared documents. When you or a member of your group adds, deletes, or updates a document, ESP automatically adds, deletes, or updates all copies of the document in all of the members' shared folder.

You can use ESP for projects at work and for family members at home to help them stay in touch. For example, you can create a share group by inviting members of your family to share their most current photos with each other. When one member of the family adds a digitized photo to his or her shared folder, all members of the family can see it. It's like maintaining a family album that can be shared with members of a family no matter where they live.

When communicating between members of your group, email messages from the group members are automatically routed to the mailbox of your choice. However, you can assign only one mailbox per group.

You do ESP functions from the ESP Groups window found on the Tools menu. These are the basic tasks in creating and maintaining a share group:

- Create a share group.

- Assign the share group a mailbox in Eudora and shared folder on your hard drive.
- Invite members to join the share group.
- Configure how ESP will update the shared folders.
- Configure how your group members are notified of changes to the shared folder.
- Maintain group membership by inviting or deleting members, or by synchronizing all shared folders.

However, you may be asked to join a share group. If so, answer the invitation and you can create a new shared folder and mailbox.

NOTE: You can only belong to a group on one computer. For example, you can use your home computer to set up a group for family photos, and you can use your work computer to set up a group for a work related project. However, you cannot use both your home and work computer to view your family photos in your family group. If you try, one or both computers will miss some of the photos.

However, if you have two different email addresses, you can belong to a share group on more than one computer. If you check mail with one email address at work and a different address at home, you just need to invite yourself to the share group twice, once for each address. Once you're in the group with one account, you can send an invitation to your other account yourself. ESP will treat your two accounts as two different share group members, and each will receive all the updates.

Installing ESP

ESP installs automatically into the Eudora Plug-ins folder.

To install ESP manually

- To install ESP on the Mac, copy the ESP plug-in file to the Eudora Stuff folder, which is found in the Eudora Application folder.

Tips on Using ESP

Although ESP is a valuable tool for you and your group when working on the same document or file, there are some limitations. Here are a few tips on using ESP that will make working on group files more efficient.

- **Do** realize that the ESP folder is shared. If you take a file out of the shared folder, it will be removed from each member's shared folder.
- **Do** invite people to be in your group. Some of them might have to become familiar with ESP before becoming full members. As they are gaining experience, tell them how to become full members.
- **Do** use ESP to keep a shared list of current email addresses for group mailings. ESP updates email addresses when you change the email address for a personality. When saved in the ESP Groups window, ESP asks you if you want to update both your ESP's information and other members' information or just update your ESP information. If you choose both, an email message is sent to all group members and automatically updates your changed email address.
- **Do** use ESP as a mini-mailing list for, perhaps, a family, group of friends, coworkers and so on. The list of email addresses stays current in all of the members' lists when the addresses are modified.
- **Don't** put large files in ESP. Other members of your group may have mail systems with limits on file size.
- **Don't** put files in ESP where group members need to work on them at the same time. ESP works best when one member works on one file at a time.
- **Don't** put files in ESP that need to be updated in realtime. There will be a few minute delay in updated group files.

Creating an ESP Group

You can create a group and then invite members to join it. All members of a group are of equal importance. Although you are creating the group, it does not mean that you are its leader.

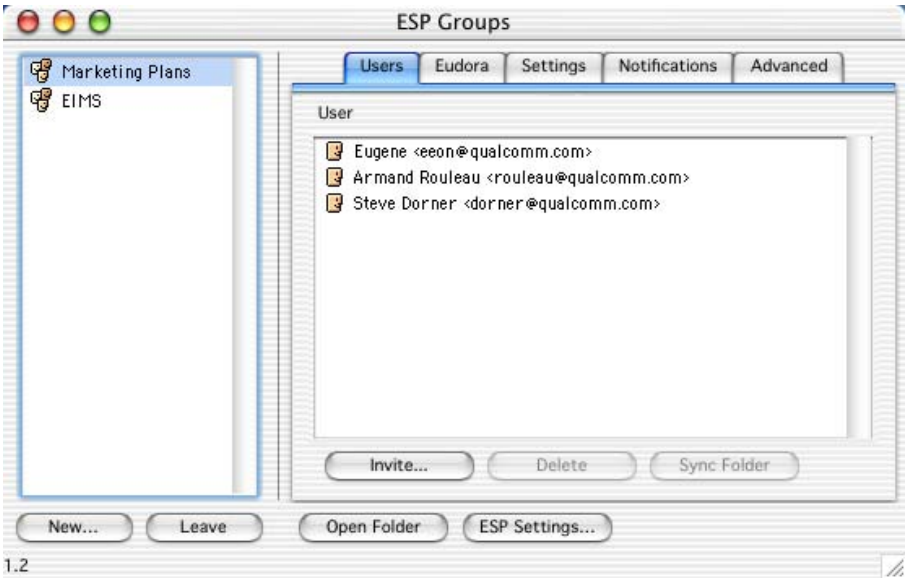
When you create a group, ESP assigns the group a unique identifier, which avoids any naming conflicts.

To create a new group

1. From the Special menu, choose **ESP Groups**.

   The ESP Groups window appears.

ESP Groups window



2. In the ESP Groups window, click **New** (located at the bottom of the window).

   The Share Group dialog appears.

Share Group dialog

New ESP Share Group Wizard
Share Group
Would you like to:
Create a brand new share group
Skip directly to advanced share group setup
Cancel
< Back
Next >

3. Choose **Create a brand new share group,** then click **Next**.

   The Share Group Name dialog appears.

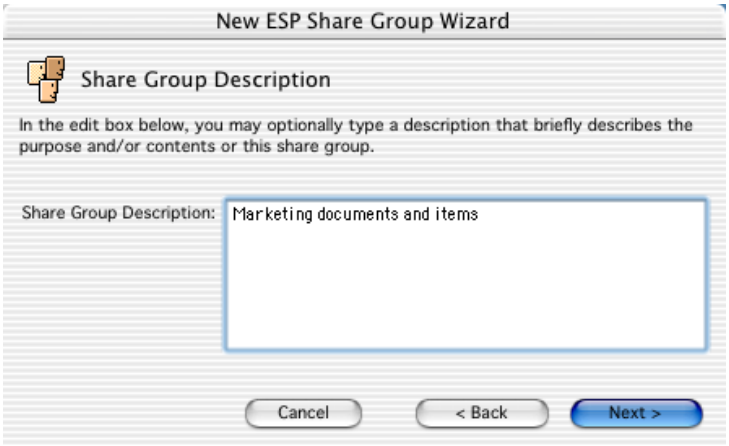
Share Group Name dialog

New ESP Share Group Wizard
Share Group Name
What would you like to call this share group? It will help people you invite if this name is descriptive and unique, so that it's unlikely that they already have a share group with the same name.
Share Group Name:
Marketing Plans
(e.g. -> Smith Family Photos)
Cancel
< Back
Next >

4. In the Share Group Name text box, type the name of your group, then click **Next**.

   The Share Group Description dialog appears.

Share Group Description dialog


New ESP Share Group Wizard
Share Group Description
In the edit box below, you may optionally type a description that briefly describes the purpose and/or contents or this share group.
Share Group Description:
Marketing documents and items
Cancel
< Back
Next >

5. In the Share Group Description text box, type a brief description of the group's purpose or file contents; then click **Next**.

   The Share Group Mailbox dialog appears.

Share Group Mailbox dialog

New ESP Share Group Wizard
Share Group Mailbox
Please choose a mailbox where messages sent to this share group should be transferred. Click Next to accept the creation of a mailbox with the suggested name.
Transfer to New Mailbox
Marketing Plans
In Folder Mail Folder
Transfer to Existing Mailbox
(An existing mailbox must not be assigned to any other share group or any other plugin. The In mailbox is not allowed.)
Cancel
< Back
Next >

6. Do one of the following:

   - If you want to create a new mailbox for all group messages, choose **Transfer to New Mailbox** and type the name of the mailbox in the text box.
   - If you want all group messages to go to an existing mailbox, choose **Transfer to Existing Mailbox**, then click the long gray button. Choose a mailbox from the list, then click **OK**.

   NOTE: You can't transfer messages to either the In mailbox or a mailbox already assigned to another group.

7. Click **Next**.

   The Share Group Folder dialog appears.

Share Group Folder dialog

New ESP Share Group Wizard
Share Group Folder
Please choose a folder where files for this share group will live. Click Next to accept the creation of a folder with the suggested name and location.
Use New Folder
Marketing Plans
In Folder ESP groups
Use Existing Folder
(An existing folder must not be assigned to any other share group or be inside of a folder assigned to any other share group.)
Cancel
< Back
Next >

8. Do one of the following:

   - If you want to create a new folder to store all group files, choose **Use New Folder** and type the name of the folder in the text box.
   - If you want to create a new folder in a location other than the one shown under **Use New Folder**, go to the Finder and create a new folder. Click the long gray button and choose a folder from the list. Click **OK**.
   - If you want to store all group files in an existing folder, choose **Use Existing Folder** and click the long gray button. A list of your existing folders appears. Choose one of the folders and click **OK**.

   NOTE: If you want to create a new folder in a location other than the one shown under *Use New Folder*, choose *Use Existing Folder*. Click the long gray button to the right of *Use Existing Folder* and choose your new folder from the list. To create your new folder either go to the Finder and create it or click *New folder* in the lower left-hand corner of the *Choose a Folder* dialog.

   You can't use the same folder already assigned to another share group.

9. Click **Next**.

   The Success dialog appears.

10. Click **Finish**.

    Your new group is created.

The share group name appears in the list view attachment of the groups window.

Creating an ESP Group (Advanced Setup)

After you feel comfortable creating groups, you can bypass it and enter the group information directly in one dialog box.

To use the Advanced Share Group Setup function

1. From the **Special** menu, choose **ESP Groups**.

   The ESP Groups window appears.

2. Click **New** (located at the bottom of the window).

   The Share Group dialog appears.

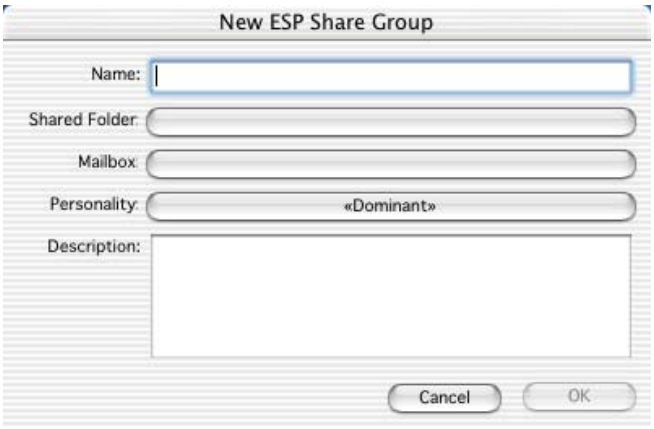
Share Group dialog

New ESP Share Group Wizard
Share Group
Would you like to:
Create a brand new share group
Skip directly to advanced share group setup
Cancel
< Back
Next >

3. Choose **Skip directly to advanced share group setup**.

   The Share Group dialog appears.

Share Group dialog (same dialog as the Eudora tab)



4. Type the new group's name in the Name text box.
5. Click the **Shared Folder** long gray button and choose a folder for this group. Click **OK**.
6. Click the **Mailbox** long gray button and choose a mailbox for this group's messages. Click **OK**.
7. Click the **Personality** long gray button and choose the Eudora personality you want linked with this group. Click **OK**.
8. In the **Description** text box, type a brief description of the group's function or contents (optional).
9. Click **OK**.

   ESP adds the new group to your list of groups.

The groups you create are listed in the Groups window in the left column.

Inviting Members to Join Your Group

To be fully functional, your group must contain members in addition to yourself. Once you invite someone, you can determine at what level a role they will play within the share group. You can invite members to the group who can receive only the group messages.

To invite ESP users to join your group

1. From the Special menu, choose **ESP Groups**.

   The ESP Groups window appears.

2. In the left column, choose the Share Group name to which you want to invite members.

3. Click the **User** tab.

   The User dialog appears.

4. Click **Invite**.

   The Share Group Role Settings dialog appears.

   NOTE: To add a user to receive the group's messages only, press the Option key while clicking **Invite**. The Advanced Add dialog box appears where you can enter the person's name and email address. The user's name and email address is stored in your Users list, but ESP doesn't send an invitation. This user receives only email messages that have the group's shared documents as attachments.

Share Group Role Settings dialog

Share Group Role Settings
Choose the initial role and settings for the invitee(s). After choosing OK, optionally edit the body of the invitation and send it to the person or people whom you wish to invite.
Initial Role
No preference
Full Member (user sends and receives updates)
Broadcasting Member (user only sends updates, ignores any incoming updates)
Receiving Member (user never sends updates, but processes incoming updates)
Notifications
Ask before processing any updates INCOMING TO the user's shared folder
Ask before processing any updates OUTGOING FROM the user's shared folder
Prefer that user does not change role (displays warning)
Cancel
OK

5. You can determine which tasks each invitee to your group can do. In the *Initial Role* area, choose of the following roles:

   - No Preference
   - **Full Member** (user sends and receives updates). This allows the person you invite to receive and send files for the group either automatically or manually.
   - **Broadcasting Member** (user only sends updates, ignores any incoming updates). This allows the person you invite to send files only to the group either automatically or manually. Incoming files are ignored.
   - **Receiving Member** (user never sends updates, but processes incoming updates). This allows the person you invite to receive files only from the group either automatically or manually. Any changes you make to the shared folder are ignored.

   The system default is *No Preference*.

6. If you want ESP to notify the person you invite when updates are coming into your shared folder, check the **Ask before processing any updates INCOMING TO my shared folder** box. This box is checked by default.

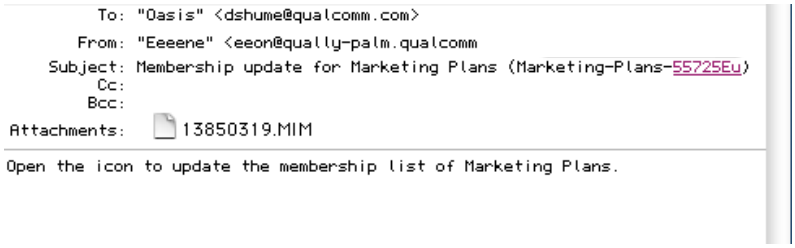
7. If you want ESP to notify the person you invite when updates are going out of your shared folder, check the **Ask before processing any updates OUTGOING FROM my shared folder** box. This box is checked by default.

8. If you want ESP to warn the person you invite when the potential member attempts to change role type, check the **Prefer that user does not change role (displays warning)** box. If checked, the member can change role type but is discouraged to do so.þ

9. Click **OK**. A message window opens that contains an invitation message for the selected group. This message has a special attachment containing the group invitation.

10. In an open message window, enter the email addresses of the invitee(s) in the To header. You can also enter text in the body of the message.

ESP Invitation message



When an invitee accepts the invitation, information contained in the attachment creates a group entry in the invitee's Groups window and prompts him or her to specify a share group folder and mailbox. ESP sends an RSVP message back to the inviter. The inviter then sends an updated copy of the membership list to all the members.

Configuring Shared Folder Settings

Every group member needs a shared folder on his or her hard drive to store documents, schedules, messages, illustrations, images, or any other file the members deem necessary for sharing. ESP allows you and your group members to determine how often ESP checks each member's shared folder for updates, and how the information in the shared folders is backed up.

To configure shared folder settings for your group

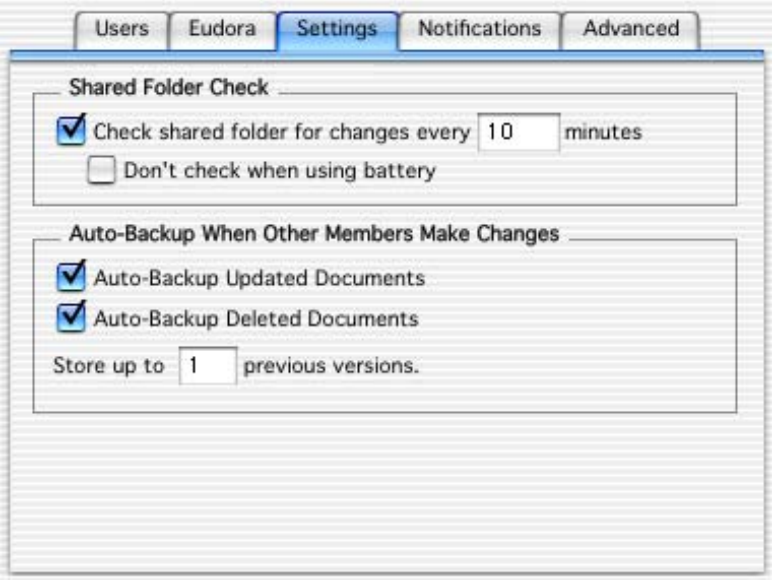
1. From the Special menu, choose **ESP Groups**. The ESP Groups window appears.

2. In the left column, choose the Group name whose shared folders you want to set.

3. Click the **Settings** tab.

   The Settings dialog appears.

Settings dialog



4. Check the **Check shared folder for changes every _ minutes** box and specify the time interval at which you want ESP to check the shared folder for group updates. If this option is not checked, ESP won't check the shared folder. The system default is for ESP to check the shared folder every 10 minutes.
5. If you want ESP to automatically create a backup when other members update files in the shared folder, check the **Auto-Backup Updated Documents** box. The box is checked by default.
6. If you want ESP to automatically back up deleted documents from the shared folder, check the **Auto-Backup Deleted Documents** box. The box is checked by default.
7. In the **Store up to _ previous versions** text box, indicate the number of previous document versions you want Eudora to store.The system default is one version.

Configuring Group Change Notifications

You can specify the role you want to play in the group, which determines whether or not you can send or receive updates to the shared folder. When you've determined your ESP role, you can then decide how you want ESP to handle updates to the shared folder and group membership.

To set up notifications for your role in the ESP Group

1. From the Special menu, choose **ESP Groups**.

   The ESP Groups window appears.

2. In the left column, choose the Group name whose change notifications you want to set for your role.

3. Click the **Notifications** tab.

   The Notifications dialog appears.

   Notifications dialog

Users
Eudora
Settings
Notifications
Advanced
Role
Full Member (send and receive updates)
Broadcasting Member (only send updates, ignore any incoming updates)
Receiving Member (never send updates, but process incoming updates)
Custom Member (use the settings in the Advanced tab)
Notifications
Ask before processing any updates INCOMING TO my shared folder
Ask before processing any updates OUTGOING FROM my shared folder
Log any share group actions
Ask before responding to a membership update
Log any membership updates

4. Click one of the following in the *Role* area:

   - **Full Member** (user sends and receives updates). This allows you to receive and send files for the group either automatically or manually.
   - **Broadcasting Member** (user only sends updates, ignores any incoming updates). This allows you to send files only to the group either automatically or manually. Incoming files are ignored.
   - **Receiving Member** (user never sends updates, but processes incoming updates). This allows you to receive files only from the group either automatically or manually. Any changes you make to the shared folder are ignored.
   - **Custom Member** (use the settings in the Advanced tab). Go to step 6.

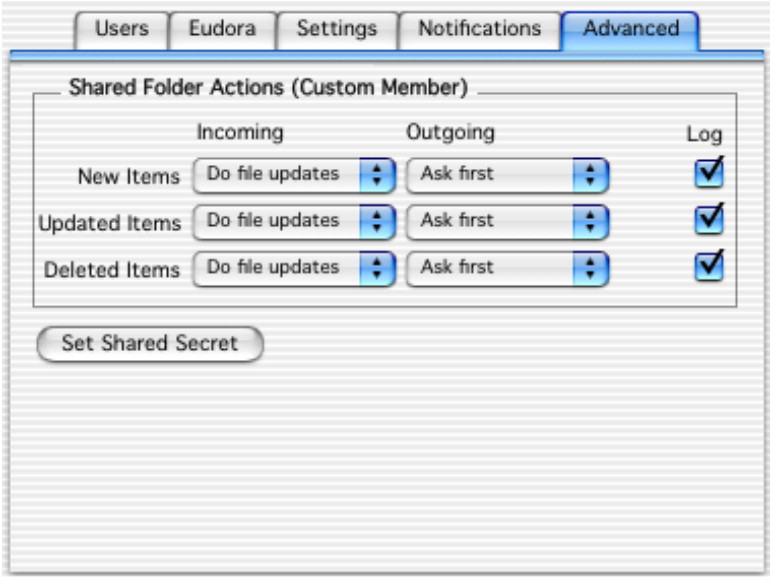
   The Full Member role is the default.

5. In the *Notifications* area:

   - If you want ESP to notify you when updates are coming into your shared folder, check the **Ask before processing any updates INCOMING TO my shared folder** box. This box is checked by default.
   - If you want ESP to notify you when updates are going out of your shared folder, check the **Ask before processing any updates OUTGOING FROM my shared folder** box. This box is checked by default.
   - If you want Eudora to record all changes to group membership, check the **Log any membership updates** box. The box is checked by default.
   - If you want ESP to notify you before the shared folder is updated, check the **Ask before processing any updates from my shared folder** box. The box is checked by default.
   - If you want ESP to monitor any of the group actions, check the **Log any group actions** box. The box is checked by default. ESP logs all incoming and outgoing shared folder changes in the a log file located in a subfolder of the Eudora folder.

6. If you chose **Custom Member** as your role, you must click the **Advanced** tab to display the Advanced dialog to configure your role settings. In this dialog, you are required to make various decisions about how you want ESP to handle modifications to the shared folder. It also enables you to choose how ESP should track group membership.

Advanced dialog



7. In the *Shared Folder Actions (Custom Member)* area:

   - Determine which type of incoming or outgoing items—**New Items**, **Updated Items**, or **Deleted Items**—you want ESP to handle.
   - From the popup lists, choose one of the following:

     — To have ESP notify you before specific files in the shared folder are added, updated or deleted, choose **Ask first**.

     — To have ESP modify specific files in the share folder automatically, choose **Do file updates**.

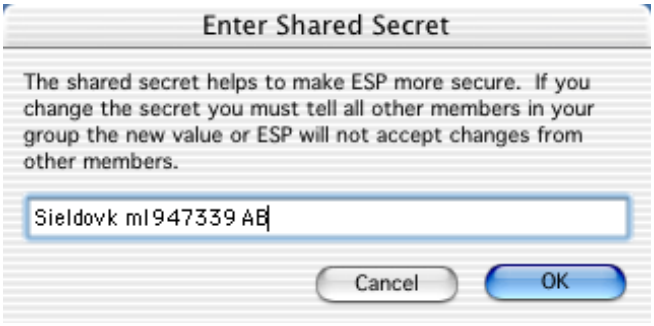
     — To have Eudora ignore proposed updates to specific files in the shared folder automatically, choose **Ignore file updates**.

   NOTE: The system default options from the popup menus for all incoming and outgoing menus correspond to the last chosen options you selected in the Notifications dialog. The Role buttons combined with the *Ask before processing any updates INCOMING TO my shared folder* and *Ask before processing any updates OUTGOING FROM my shared folder* are then equal to the choices in the popup menus. The Advanced tab dialog allows you to add, update, and delete settings independently of each other. Whereas in the Notifications dialog, while simpler, keeps the settings locked. For example, you could use the Advanced tab dialog to specify that you want to be asked when a delete occurs, but not when additions and updates occur.

8. To set a group password, click **Set Shared Secret**.

   The Shared Secret dialog appears.

   Shared Secret dialog

   
   Enter Shared Secret
The shared secret helps to make ESP more secure. If you change the secret you must tell all other members in your group the new value or ESP will not accept changes from other members.
Sieldovk ml947339 AB
Cancel
OK

9. In the text box, enter a secret word or phrase that will be known only to you and the other members in your group. You will need to share the secret word or phrase with the other group members. The secret word or phrase is used to make the transmission of file changes more secure so that ESP can verify any incoming file changes were actually sent by a group member.

If your shared secret does not match the shared secret of other group members, you will get a security error when you receive file changes from them. So if you choose to use a shared secret word or phrase for improved security, be sure that all group members set the exact same shared secret word or phrase. The secret word or phrase is case-sensitive.

Maintaining Group Members

In the User dialog box in the Groups window, you can maintain your group members by deleting them from the group, inviting new members, or by syncing the selected member's shared folder.

To maintain group members

1. From the Special menu, choose **ESP Groups**.

   The ESP Groups window appears.

2. In the left column, choose the group whose users you wish to maintain.

3. Choose the **Users** tab.

   The Users dialog appears, and a list of members of the selected group appears.

User dialog showing group names and users

4. In this dialog, you can do all of the following:

   - **Delete**—To delete group members, select the member's name and click **Delete**. Generally, you use the Delete button to remove an invalid member, You can also use it to avoid sending messages to someone.

   NOTE: To preserve group participation and communication, use the **Delete** function sparingly. In most situations, the departing group member uses the **Leave** function to notify all group members of the departure from the group. The **Delete** function bypasses this process.

   - **Invite**—To invite a new ESP member to join the group, click **Invite**. See Inviting Members to Join Your Group on page 392.
   - **Sync Folder**—To send the entire contents of your shared folder to another group member, choose the member's name and click **Sync Folder**.þ

   NOTE: ESP updates email addresses when you change the email address for a personality. When saved in the ESP Groups window, ESP asks you if you want to update both your ESP's information and other members' information or just update your ESP information. If you choose both, an email message is sent to all group members and automatically updates your changed email address.

Joining a Group

ESP manages group membership through a shared mailing list, allowing group members to share files and messages. ESP creates the mailing list through a series of processes, called invitations, ensuring that each member of the group has explicit knowledge of group membership by acknowledging and approving each new member.

To join an existing group

1. Wait for an email message from one of the group members inviting you to join their group. The Join ESP Share Group dialog automatically appears after Eudora is done receiving the email message.
2. To join the group, click **Join**. If you don't want to join, click **Cancel**.

ESP prompts you to join the group by opening the New Group Wizard. Choose a folder to store your copies of the shared documents and a mailbox to receive messages associated with the group. See Tips on Using ESP on page 385 for details.

ESP processes the invitation, adds you as a member of the group, and sends an RSVP message to the member who invited you to join. When the inviter's copy of ESP receives your acceptance, you'll be sent a membership update message which will add the other group members to your list.

NOTE: Until you receive an introduction from another group member, ESP doesn't associate those members with you as part of the group.

When all introduction messages are received and answered, you are a member of the group.

Leaving a Group

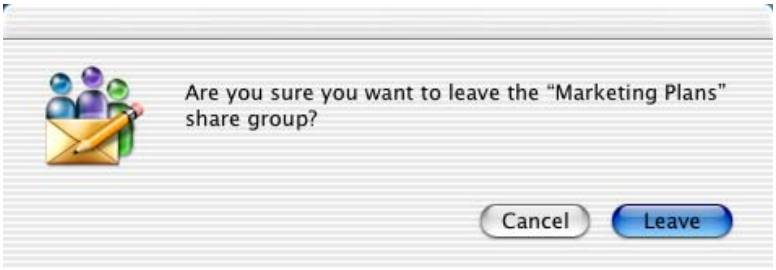
When you want to leave a group, ESP removes the group from your list of available groups and sends a message to the other group members asking them to remove you from the group.

To leave a group

1. From the Special menu, choose **ESP Groups**.
2. In the left column, choose the name of the group you want to leave.
3. Click **Leave** (located at the bottom of the Groups window).

   The Leave dialog opens.

   Leave dialog

4. In the Leave Group dialog, click **Leave**.

ESP creates a message to other group members announcing your departure from the group. This message is attachment deletes you from other group members' membership lists.

Until you save changes to the ESP Groups window, you can cancel your departure from the group. Just choose the share group that you had planned to leave and click **Rejoin**, which is what the Leave button will be renamed when you chose this group.

If you're sure you want to leave the group, then save changes to the ESP Groups window by either closing the window and choosing Save in the displayed dialog box or by choosing Save from the File menu. ESP will send a message to other group members announcing your departure from the group.

Working with the Shared Folder

Use the shared folder like any folder in the Finder by adding, modifying, or deleting files as needed.

To open the shared folder

1. From the Special menu, choose **ESP Groups**.
2. In the left column, choose the name of the group you want to open and click **Open Folder**.

   The Save Changes dialog opens.
3. To save any changes before ESP opens the folder, you can click **Save**, **Don't Save**, or **Cancel**. The shared folder opens, allowing you to access its files.

ESP periodically scans the folder for changes, according to your settings, and sends the updated files to other group members.

To update the shared folder of another group member manually, select the member from the Users dialog and click **Sync Folder**. This sends the entire contents of the shared folder to the selected member.

As ESP receives periodic changes to the shared folder from other users, it incorporates the changes according to the settings you chose for the group (for example, with or without notification, and with or without archiving). ESP alerts the user to potential conflicts if two modified versions of a document arrive simultaneously.

Changing Group Information

ESP allows you to change the configuration of a group to meet the changing needs of its members. The same tabs (User, Eudora, Settings, Notifications, and Advanced) you used to create a group and configure its attributes can be used to change those of an existing group.

To make changes to an existing group

1. From the Special menu, choose **ESP Groups**.

   The Groups window appears.

2. In the left column, choose the group you wish to change.
3. Click any of the tabs and make your changes in their respective dialogs.
4. When finished, click **OK**.

Configuring Global ESP Settings

You can control the type of messages received by the shared folder through the use of filters and automatic processing actions.

NOTE: The recommendation is that you retain the default settings.

To configure your group settings

1. From the Special menu, choose **ESP Groups**.

   The ESP Groups window appears.

2. Click **Settings** (located a the bottom of the Groups window).

   The Group Setting dialog appears.

Group settings dialog

3. In the *ESP Automatic Filters Precedence* area, choose **Run automatic filters before user filters** or the **Run automatic filters after user filters**. Depending on which option you activate, ESP filters incoming messages into the shared folder either before or after your own filters take effect. To run the automatic ESP filters before your personal filters is the default.

4. In the *Automatic Actions* area, check the **Allow automatic processing of incoming attachments** box if you want the shared folder updated automatically with email message attachments as specified in the *Settings* dialog. The default is to automatically process incoming attachments.

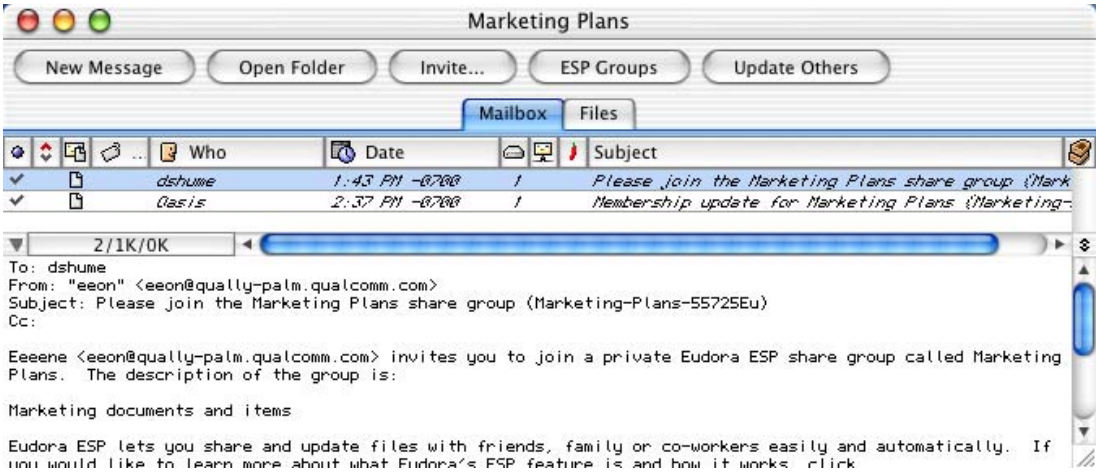
5. If you want your shared folders scanned automatically at the frequency you specified in the Settings dialog, check the **Allow automatic scanning of shared folders** box. The system default is to allow automatic shared folder scanning.

Using the ESP Mailbox and Folder

When you create or choose a mailbox for the ESP Groups, the mailbox looks and functions similarly to other Eudora mailboxes, except you can perform ESP functions by clicking the buttons just below the title bar.

Following is an example of an ESP mailbox.

ESP mailbox showing ESP function buttons



Following are the descriptions of the functions when you click the ESP buttons:

- **New Message**—Opens a new composition window addressed to the group for you to type a message.

- **Open Folder**—Opens your shared folder in a new window.
- **Invite**—Invites a new member or members to join the group. See Inviting Members to Join Your Group on page 392.
- **ESP Groups**—Opens the ESP Groups window.
- **Update Others**—Updates the files in other members' shared folders.

Customizing the Main Toolbar (Sponsored and Paid modes only)

The Main Toolbar gives you easy access to your frequently used Eudora functions.

Main Toolbar

You can set the buttons to correspond to your function keys (the F keys on an extended keyboard), and you can create new buttons for most Eudora commands.

Buttons on the main toolbar are context-sensitive; they are highlighted if they can be used for the current task, and are dimmed if they cannot. For example, if an incoming message is currently open or selected in a mailbox, the Reply toolbar button is highlighted because you can reply to the message. If no incoming message is open or selected, the Reply button is dimmed because there's no message to reply to. For toolbar buttons that correspond to menu commands, the state of the button, highlighted or dimmed, matches the state of its associated menu command.

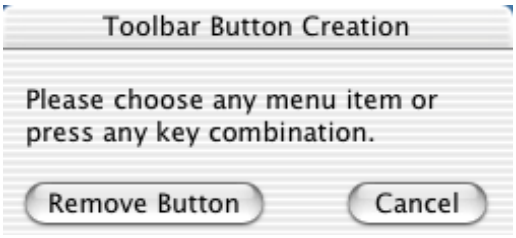
For more information, go to the tutorial section on the Eudora web site. See www.eudora.com/techsupport/tutorials/.

To add a new button to the main toolbar

1. While pressing the **Command** key, move the cursor between two buttons or at either end of the toolbar, depending on where you want the new button to go.
2. When the arrow changes to a splitter cursor ( ), click it.

   The Toolbar Button Creation dialog appears

Toolbar Button Creation dialog



3. Choose a menu item or enter a key combination. This can be almost anything you would do with Eudora, including using modifier keys with the command.

   When you are done, the button is added to the toolbar, and named appropriately. If you change your mind before creating the button, click **Remove Button** or **Cancel** in the dialog.

You can also drag files from the Finder to the toolbar to add them as buttons, and you can drag mailboxes from the Mailboxes window under the Window menu to the toolbar to add them as mailbox buttons. (You cannot drag mail folders to the toolbar, at least from a POP account; you *can* drag IMAP mail folders to the toolbar, because they are also mailboxes.)

To change what a button does

- While pressing the **Command** key, click the toolbar button, then choose the function as you would when creating a button, or click **Cancel** if you change your mind.

To change the placement of a button on the toolbar

- While pressing the **Command** key, drag the button to where you want it.

To remove a button from the toolbar

- While pressing the **Command** key, drag the button to the Trash on your desktop. Or, press the **Command** key and click the button, then click **Remove Button** in the dialog.

If you create a mailbox button in the toolbar, you can drag messages to that toolbar button to transfer those messages to the associated mailbox. Just drag the selected message summaries from an open mailbox window.

To set the options for displaying the main toolbar

1. From the Special menu, choose **Settings**.
2. In the Settings category list, scroll and choose **Toolbar** Settings.

The Toolbar Settings dialog displays.

There are options to show or hide the toolbar; to show it horizontally or vertically; to show large or small icons, names, or combinations of icons and names; to map the buttons to function keys; and to display the corresponding function key with the buttons. For details, see Toolbar on page 354.

If you choose a display option that makes the toolbar long, arrow buttons are added to the ends of the toolbar so that you can easily scroll through it and find the button you need.

Dock icon

Eudora's icon on the Macintosh OS X Dock now displays the number of unread messages in the icon. The number of unread messages will be displayed in the colored box.

By default, the icon displays the number of unread message in open mailboxes.

The Eudora icon on the Mac OS X Dock.

Using Eudora Plug-ins

Plug-ins are special add-on pieces of software that can be "plugged in" to Eudora (installed in Eudora) to add specialized features to Eudora. You can purchase Eudora plug-ins developed by other companies. For information on plug-in software that's available for use with Eudora, visit the Eudora web site `<http://www.eudora.com>`.

Here are some examples of what these software helpers can do:

- A language-conversion plug-in will let you translate a message into another language.
- A security plug-in will let you secure or scramble a message automatically, so it can't be read by others.
- A text-manipulation plug-in will let you change lowercase text to uppercase text.

- A data-compression plug-in will let you compact an attachment file so it's much smaller and therefore much easier for you to send and for your recipients to receive and download.
- A virus-checking plug-in will let you automatically check any incoming attachments for viruses.
- QUALCOMM's own PureVoice plug-in (installed automatically with Eudora) will let you record, send, receive, and play voice attachments so you can talk to your recipients over email and listen to their responses.

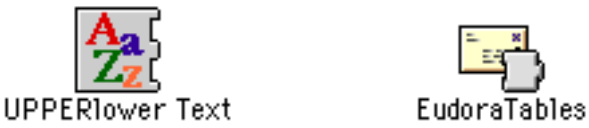
Plug-ins that are "plugged in" to Eudora communicate with Eudora across a common boundary or "interface" called the Extended Messaging Services Application Programming Interface (EMSAPI).

There are two kinds of Eudora plug-ins:

Message plug-ins are extension files whose icons often look like jigsaw puzzle pieces.

Resource plug-ins are preference files whose icons often look like a postal envelope with a small jigsaw puzzle piece below it.

Sample message plug-in (left) and resource plug-in



The Eudora software comes with both message and resource plug-ins (see next section). These are described later in this section. Several third-party plug-ins are included in Eudora. Each third-party software's documentation is included in Eudora's Documentation folder.

If you would like to write a Eudora message plug-in, you can obtain the Software Developer's Kit (SDK) for the EMSAPI by anonymous ftp at `ftp.eudora.com`.

Plug-in Software That Comes with Eudora

When you install Eudora, the following message plug-ins are automatically installed in the Eudora Stuff folder contained in your Eudora Folder (the folder containing your Eudora application). These message plug-ins operate on text in open outgoing and incoming messages:

- **Rot13 Text**—Scrambles message text by rotating the letters 13 places through the alphabet. Your recipient must apply Rot13 at the receiving end in order to unscramble the text and read the message. That is, your recipient rotates each letter another 13 places through the alphabet, back to its original position in the alphabet (13 + 13 = 26).
- **UPPERlower Text**—Converts message text to either all upper case, all lower case, initial word capitals, or initial sentence capitals.

When you start Eudora, these conversion services appear on the Message Plug-ins submenu under the submenu. To use one of the services, open an outgoing or incoming message, then choose the service from the Message Plug-ins submenu. The conversion is performed on the entire text in the message. If text is selected in the message when you choose the service, the conversion is performed only on that text.

For more information on these message plug-ins, see their README files in the Eudora Stuff folder.

Also when you install Eudora, a number of resource plug-ins are automatically placed in the Extra Plugins folder in the Eudora Application Folder. These resource plug-ins, however, are not yet installed or “plugged in.” To use them, you must install them (see the installation instructions section).

For more information on these resource plug-ins, see Eudora Folders on page 414, and also see the README file in the Extra Plugins folder itself.

Installing and Using Eudora Plug-ins

The installation procedure is the same whether you’re installing a message plug-in or a resource plug-in.

To install a Eudora plug-in

1. Quit Eudora.
2. Click on the Eudora application icon (in the Eudora Application Folder), then go to File: Get Info:.
3. Click on the triangle next to **Plug-ins**.

   A menu appears displaying installed Eudora plug-ins.
4. Place a checkbox next to the plug-ins you wish to activate.

5. If the plug-in must be installed, click on the **Add** button and navigate to the plug-in you wish to install.
6. Close the Get Info window and restart Eudora.

The message or resource plug-in is now available.

NOTE: You can also install both message and resource plug-ins in the Eudora Folder itself (the same folder containing your Eudora application), or in whatever folder you keep the Eudora application. See Eudora Folders on page 414.

Message plug-ins, once installed, become available in one of the following places in Eudora, depending on the kind of function they perform:

- As commands on the Message Plug-ins submenu (under the Edit menu).
- As icons on the icon bar of outgoing message windows or in the message body of incoming message windows.
- As commands on the Attach submenu (under the Message menu).
- As commands at the bottom of the Special menu.

Some message plug-ins may not be available through the menus or in message windows because they perform their function automatically, behind the scenes. Resource plug-ins, once installed, can appear in a variety of places within Eudora, including in a dialog, a menu, a string of text, or a picture. A resource plug-in may also operate behind the scenes without your input.

To change the settings for those installed message plug-ins that have settings

1. From the Special menu, choose **Plug-in Settings**.

   The Plug-in Settings submenu appears.

2. From the Plug-in Settings submenu, choose the message plug-in.

To see which message plug-ins are currently installed

1. From the Eudora menu (next to the blue Apple logo in the upper left corner of your screen), choose **About Message Plug-ins.**

   The dialog that displays shows all installed message plug-ins including those not visible on menus or as icons. You can scroll through the dialog.

2. To close the dialog, click **OK**.

To “unplug” or uninstall a message or resource plug-in from Eudora

1. Quit Eudora.
2. Drag the plug-in file out of your Eudora Stuff folder or the other folder in which you installed it.
3. Start Eudora.

The Eudora plug-in will no longer appear in its former location in the menu system or in windows or dialogs, or will no longer operate behind the scenes if it is not normally visible in Eudora when installed.

NOTE: Make sure you do not put the removed message or resource plug-in into one of the other allowable installation folders, such as the Eudora Application Folder. This will just leave the plug-in installed from a different location the next time you start Eudora.

Word Services

Eudora lets you add word service applications to the Eudora editor for use with outgoing messages. However, only applications that support the Word Services Suite can be used.

To add a word service to Eudora

1. From the Edit menu, choose **Add Word Service**.

   The Choose a “Word Services” application dialog appears.

2. Browse through the dialog and find the desired application on your system and double-click the application icon.

The word service is added to the Edit menu. To use this service for a current outgoing message, choose it from the Edit menu.

To remove the word service from the Eudora editor and from the Edit menu, hold down the Option key and choose the item from the Edit menu.

Printing

You can print the following items in Eudora:

- Current open message
- Selected message summaries (the messages inside)
- Open text file window
- Open signature file window
- Open stationery file window
- Selected text within an open message, text file window, signature file window, or stationery file window
- Contents of the Directory Services window (results of a query, or the servers list)
- Filters in the Filters window
- Address Book entries

Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

The Print options are found on the File menu.

- To print the current message or item, choose **Print**.
- To print just the selected text, hold down the Shift key and choose **Print Selection**.
- To print one copy and bypass the standard Print dialog (quick print), choose **Print One Copy**.

Putting Multiple Users on One Macintosh

If you wish to check multiple mail accounts for different users and do not wish to use Mac OS X's built in user switching, you can set up Eudora:

- If you want more than one user on a single Macintosh
- If you have multiple email accounts, but you don't want to have alternate personalities set up and use the same set of mailboxes
- If you want to store your mail in a folder other than your Documents Folder

You need to quit and restart Eudora to switch users.

To have multiple users on one Macintosh, for each user make a copy of the Eudora Folder that resides in the Documents Folder. The copies can be named whatever the users want, and put anywhere they want, including on a floppy disk or network volume.

Each user can open Eudora by double-clicking the Eudora Settings file within their assigned folder. They can make changes to the Settings, such as create new mailboxes, nicknames, and filters, etc., and not affect other users on the Macintosh.

NOTE: To give users easy access to their mail, you can create aliases for their Eudora Settings files and put them wherever you want on the Macintosh.

Eudora Folders

The first time you start Eudora, it creates a Eudora Folder within your Documents Folder. Even though you do not need to access the Eudora Folder during normal operation, this section is provided to show you where Eudora stores your mailboxes, messages, nicknames, settings, and other data.

Attachments Folder

Incoming attachments are saved in the Attachments Folder until you specify another folder via the Attachment Folder button in the Attachments Settings (see Attachments on page 338). The Attachments Folder is created when you first start Eudora after installation. See Receiving Attachments on page 113 for more details on managing incoming attachments.

Cache Folder

HTML graphic files that are downloaded to your computer are stored in the Cache Folder. These files are generally contained in web pages that a correspondent sends to you via email from their web browser. These incoming graphic files are downloaded either automatically, if the *Automatically download HTML graphics* option is turned on in your Fonts & Display Settings (see Fonts & Display on page 342), or manually when you click the *Get HTML Graphics* icon of an open incoming message window.

The Cache Folder is managed the way cache folders are managed in web browser applications. That is, files continue to be added to the folder until the folder reaches a certain size, at which point the oldest least-used image files are deleted to make room for new image files. For more details on HTML graphic files, see Viewing HTML Graphics on page 121.

Delivery Folder

When you check mail, your new incoming messages are downloaded and stored in the Delivery Folder until they are filtered. This is only a temporary storage area and is usually empty between mail checks.

Eudora Filters

Any filters you create are saved in the Eudora Filters file. See Filtering Messages on page 172 for instructions on creating and using filters.

Eudora Items

The Eudora Items Folder contains special files and folders for use with Eudora. The Plugins folder (different from the Extra Plugins folder in the Eudora Application Folder) contains settings and information files for your installed Eudora plug-ins. The Eudora Items folder is created when you first start Eudora after installation.

Eudora Log and Old Log

Mail transfers and errors are logged in the Eudora Log file. When the file reaches 100K in size, it is saved as *Old Log* (replacing any existing Old Log file) and a new Eudora Log file is created.

Eudora Nicknames and Nicknames Folder

Address Book entries are saved in the default Eudora Nicknames file. If you have created additional files, those are kept in the Nicknames Folder. These files are in UNIX ".mailrc" format. The Eudora Nicknames Folder is created when you first start Eudora after installation. See Using the Address Book on page 235 for more details on creating and using Address Book entries and nickname files.

Eudora Settings and Eudora Settings.bkup

Settings information is saved in the Eudora Settings file. This file is created when you first start Eudora after installation.

If you change your settings via the Settings dialog from the Special menu, Eudora saves the old settings as *Eudora Settings.bkup* (replacing any existing *Eudora Settings.bkup* file) and saves the new settings as *Eudora Settings*. See Setting Eudora Preferences on page 320 for information on how to change your settings in the Settings dialog.

IMAP Folder

Mail downloaded from an IMAP account is stored in the IMAP Folder. This folder contains one local cache folder for each of your IMAP personalities. The IMAP Folder is created the first time you select IMAP in the Server Configuration field of the Checking Mail Settings (see Checking Mail on page 322) for your Dominant personality, or the Personality Extras Settings (see Personality Extras (Sponsored and Paid modes only) on page 372) for any of your personalities. Deleting an IMAP personality or changing its Server Configuration field from IMAP to POP deletes the local cache folder for that IMAP account from the IMAP Folder. See Managing Your Mail on the IMAP Server on page 106 for more information.

Mail Folder

Mailbox files are kept in the Mail Folder. This folder is created when you first start Eudora after installation.

NOTE: The Mail Folder contains mailbox files for all of your POP accounts. IMAP mail is kept in the IMAP Folder.

In, Out, and Trash (in the Mail Folder)

Mail is saved in the In, Out, and Trash mailbox files and in mailboxes that you create. These files are all in UNIX spool format.

Mailbox Aliases (in the Mail Folder)

Eudora supports the use of aliases for mailboxes that you have moved to a location outside the Eudora Folder. This allows you to use these mailboxes from within Eudora. Place the mailbox aliases in the Eudora Folder or a subfolder within the Eudora Folder.

A mailbox alias is automatically created and placed in the Eudora Folder when you open the mailbox by selecting the Other command from the Mailbox menu or one of its submenus. If you open the mailbox by selecting Other, the mailbox alias is deleted when you quit Eudora. However, if you open the mailbox by selecting Other from a submenu under the Mailbox menu, the mailbox alias remains in the Eudora Folder indefinitely. These arguments also apply when you transfer one or more messages to a mailbox by selecting the Other command from the Transfer menu or one of its submenus.

Parts Folder

Multipurpose Internet Mail Extensions (MIME) are stored in the Parts Folder. This folder is created when you first start Eudora after installation. This folder includes graphic files and other objects that were inserted or embedded into the text of an incoming message. These MIME parts are deleted from the Parts Folder when you delete the message.

Signature Folder

Signatures are kept in the Signature Folder. This folder is created when you first start Eudora after installation. The two default signature files are *Signature* (corresponding to the Standard selection in Eudora) and *Alternate*. Any additional signature files you create in Eudora are kept in this folder. See Using a Signature on page 72 for more details on how to create and use signatures.

Spool Folder

Attachments that are being forwarded or redirected are kept in the Spool Folder until the corresponding message is deleted. The *In.temp* and *Out.temp* mailbox files in this folder are used as temporary storage depots for incoming and outgoing mail received and sent during mail checks and sends. This folder is created when you first start Eudora after installation.

Stationery Folder

Stationery message files you create are kept in the Stationery Folder by default. See Using Stationery (Sponsored and Paid modes only) on page 76 for more details on creating and using stationery files.

Eudora Application Folder

During the installation, the Eudora Application Folder, is installed on your hard drive in the location you specify. This folder contains the following:

- **Eudora**—the Eudora application
- **Eudora Documentation**—the folder that contains the Quick Start Guide and links to download the electronic (PDF) file versions of your Eudora documentation, including this User Manual.
- **ABConduit** - the folder that contains the Address Book Conduit for syncing Eudora with your Palm device.

Eudora Documentation

The Eudora Documentation folder contains the following files.

- Quick Start Guide, in PDF format
- See All Available Manuals, a web link to download the Eudora user manuals
- ReadMe
- SoftwareLicense
- OS X Addendum, PDF format
- ImportingMailREADME
- Technical Support folder, with web links to the Eudora Technical Support web pages

Sources

Eudora Web Site

Eudora has its own web site that you can access for general information, technical support, services, and Eudora product information. Go to the following web site: `<http://www.eudora.com>.`

Obtaining an Internet Email Server

Post Office Protocol (POP) and Internet Message Access Protocol (IMAP) servers are available for a variety of platforms. If you would like to run a POP or an IMAP server on your own system, we suggest the following servers:

- **Macintosh**—QUALCOMM's Eudora Internet Mail Server™ (EIMS). EIMS supports POP3 and IMAP4 as well as LDAP and Ph directory services. <http://www.eudora.com/eims/>
- **Windows NT**— QUALCOMM's Eudora WorldMail™ Server. WorldMail supports POP3 and IMAP4 as well as LDAP and Ph directory services. <http://www.eudora.com/worldmail/>
- **UNIX—QUALCOMM's QPopper**—QPopper is available via anonymous ftp from `ftp.eudora.com`. QPopper versions are available for a number of UNIX systems.
- **VAX/VMS**—VAX/VMS systems may try either the Multinet package from TGV or IUPOP3 available via anonymous ftp from `ftp.indiana.edu`.

For information on QUALCOMM's family of Internet email servers, send email to `<eudora-custserv@qualcomm.com>` or click to display the Eudora web site: `<http://www.eudora.com>`.

Ph Server Source Code

A server for the Ph protocol is available via anonymous ftp from `ftp.eudora.com`.

Password Change Server

Three sample UNIX servers for Eudora's Change Password command from the Special menu are available via anonymous ftp from `ftp.eudora.com`.

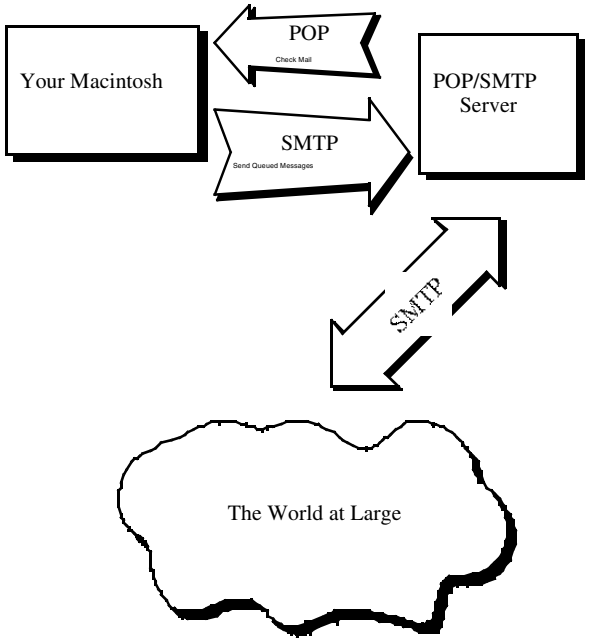
Kerberos

To learn more about the Kerberos authentication system that is supported in this version of Eudora, anonymous ftp to `athena-dist.mit.edu` and begin in the `pub/kerberos` subdirectory.

Mail Transport

Eudora uses the Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP server, which in turn uses SMTP to send your mail to your recipients. Mail from your recipients arrives in your incoming Post Office Protocol (POP) or Internet Message Access Protocol (IMAP) mail server, where it waits for Eudora to retrieve it. The mail Eudora sends and receives is constructed in accordance with RFC 822 and RFC 2045 (MIME).

Eudora mail transport overview, POP (similar for IMAP)



Outgoing Mail

When you send an email message to someone, Eudora uses SMTP to send the mail to your local SMTP server computer. That computer then sends the mail to your addressee's computer, also (usually) by means of the SMTP protocol.

Why doesn't Eudora talk directly to your addressee's computer? First, it would take a lot longer for your mail to leave your computer because your computer would have to call up each addressee's computer and deliver your mail. Secondly, some computers are "hard to find"; it's much better to let another computer "hunt" for your addressee than to make your computer do it. Finally, sometimes your addressee's computer won't be available when you want to send mail. The SMTP server handles this by holding your mail until the other computer is ready to accept it, eliminating the inconvenience of having unsent messages hanging around on your Macintosh.

Incoming Mail

When somebody sends you mail, other computers use the SMTP protocol to deliver the mail to your POP or IMAP server. Your POP or IMAP server puts mail in your “mail drop,” where it stays until the Eudoragram picks it up. When you check your mail, Eudora uses POP version 3 or IMAP version 4 to pick up your mail and move it to your computer.

Why doesn’t Eudora use SMTP to receive your mail? SMTP works best when the computers it knows about are always ready for mail. Unless you wanted to run Eudora and your computer 24 hours per day, seven days a week, SMTP wouldn’t work well for you. It also doesn’t work well in lab environments, where you might use any number of different computers.

More Information

If you want to know more about the Internet in general, consult the book *Internetworking with TCP/IP*, by Douglas Comer, 1988, Prentice-Hall, ISBN 0-13-470154-2 025.

If you want to know more about SMTP, RFC 822, POP version 3, and MIME, the official standards are as follows:

- RFC 821, “Simple Mail Transfer Protocol,” by Jonathan B. Postel
- RFC 822, “Standard for the Format of Internet Text Messages,” by Dave Crocker
- RFC 1939, “Post Office Protocol, Version 3,” by Marshall Rose
- RFC 2045, “Multipurpose Internet Mail Extensions,” by Ned Freed and Nathaniel Borenstein

You can find the RFCs by anonymous ftp to `ds.internic.net`, in the rfc directory. Or go to `<http://ds.internic.net/ds/dspg1intdoc.html>` in your Web browser.

Using UUCP

Eudora works with UNIX to UNIX Copy Protocol (UUCP) in almost exactly the same way that it works with the POP (or IMAP) and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

Eudora does not come with UUCP. Three available Macintosh UUCP systems are “uupc 3.0” (dplatt@snulbug.mtview.ca.us), “gnuucp” (jim@fpr.com), and “UUCP/Connect” (formerly “µAccess,” sales@intercon.com). “UUCP/Connect” is commercial; the other two are freeware. Eudora has been tested with all three packages; it works well with uupc 3.0 and UUCP/Connect, but it does not work smoothly with gnuucp.

Settings Dialog for UUCP

To set up UUCP as your protocol:

1. From the Special menu, choose **Settings**.
2. In the icon category list, click the Getting Started icon.

   The Getting Started dialog appears.

Getting Started Settings for UUCP

3. Enter the information in the following fields:

   Real Name—Enter your real name as you wish to see it in the From: field of outgoing messages.

   Username—If you are going to receive mail via UUCP, you should put the full path name of your “mail drop” (the file where UUCP leaves mail for you) in the Username field. Precede the name with an exclamation point, for example: !Doc:UUPC:maildrops:montgomery

Operation

Almost all Eudora features work normally with UUCP. The one exception is the *Leave on server for ? days* option in the Checking Mail Settings. When Eudora is used with POP and this option is on, only unread mail is retrieved. With UUCP, however, Eudora does not distinguish between read and unread mail; it retrieves all the mail at each check. This results in duplicate messages, unless you use some other means to clean out your mail drop between Eudora mail checks. It is suggested that this option remain off when using UUCP.

Mail Drop Format

Eudora expects the mail drop to be in standard UNIX mailbox format, with UUCP envelopes ("From" lines) at the beginning of each message. The mail drop should use carriage returns (not line feeds) for new lines.

Working Files

When sending mail, Eudora creates two files in the UUCP work directory. These files are as follows:

D.mac0####

The message itself is put in this file. As distributed, Eudora uses returns for new lines in this file. That can be changed by editing the last characters of STR# resource id 8000, string 5; Eudora will use whatever nonprintable characters are at the end of the string. The mail begins with a UUCP envelope. The "####" stands for the four-digit sequence number mentioned above in the section "SMTP Server." It increments as each message is sent.

X.mac0####

Commands for the UUCP system are put in this file. These commands are all editable via ResEdit; they are distributed with returns at the ends.

```
U user mac
; identifies you (STR# id 8000, string 1)
F D.mac0####
; this file contains your message (8000,2)
I D.mac0####
; use your mail for input (8000,3)
C rmail recipient...
; all recipients of the mail are listed here (8000,4)
```

Using MIME

MIME stands for Multipurpose Internet Mail Extensions. MIME serves two major purposes:

Allows mail applications to tell one another what sort of data is in mail.

Provides standard ways for mail applications to encode data so that it can be sent through the Internet mail system.

MIME Encodings

The Internet uses SMTP to move mail around. SMTP is limited to the US-ASCII character set. This is a problem for people who speak languages other than American English and so need accented characters or non-American letters, or for people who want to use special symbols like the section mark (§).

MIME provides a way around this restriction. It offers two encodings, “quoted-printable” and “base64.” These encodings use US-ASCII character codes to represent any sort of data you like, including special characters or even non-text data.

“Quoted-printable” is used for data that is mostly text but has special characters or very long lines. It’s very simple. Quoted-printable looks just like regular text, except when a special character is used. The special character is replaced with an “=” and two more characters that represent the character code of the special character. So, a section mark (§) in quoted-printable looks like this: “=A8”.

However, there are some other things that quoted-printable does. For one, since it uses an “=” to mean something special, equals signs must themselves be encoded (as “=3D”). Second, no line in quoted-printable is allowed to be more than 76 characters long. If your mail has a line longer than 76 characters, the quoted-printable encoding will break your line in two and put an “=” at the end of the first line, to signal to the mail reader at the other end that the two lines are really supposed to be all one line. Finally, a few mail systems either add spaces to or remove them from the ends of lines. So, in quoted-printable, any space at the end of a line gets encoded (as “=20”), to protect it from such mail systems.

Let’s try an example. Here’s a passage of text that you might type on your computer:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

Without any encoding, this might show up on your recipient's screen as:

```
+Il est dimontri, disait-il, que les choses ne peuvent btre autrement;
car tout itant fait pour une fin, tout est nicessairement pour la
meilleure fin.;
```

This corruption happens because SMTP cannot handle the special characters. However, if you and your recipient both have MIME, quoted-printable encoding would be used, and your text would show up properly:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

While your mail was actually in transit, however, it would have looked like this:

```
=ABIl est d=E9montr=E9, disait-il, que les choses ne peuvent =EAtre =
autrement; car tout =E9tant fait pour une fin, tout est
n=E9cessairement =
pour la meilleure fin.=BB
```

Base64 encoding is another way to protect binary data from the SMTP mail system. However, Base64 makes no attempt to be legible, and is most appropriate for non-text data.

MIME Labeling

The other important part of MIME is that it lets mailers communicate what kind of data is in a message (or part of a message). The primary mechanism used for this is the Content-Type header:

```
Content-Type: text/plain; charset=iso-8859-1
```

A content-type header is divided into three parts: the content type, the content subtype, and the parameters. In this case, the content type is "text," meaning the message contains mostly legible text. The content subtype is "plain," which means there aren't any formatting commands or anything like that embedded in the text. Finally, "charset=iso-8859-1" is a parameter; in this case it identifies the character set the message uses.

The major content types are as follows:

text	legible text
image	pictures and graphics
audio	sound
video	moving pictures
message	messages or pieces of messages
multipart	several different kinds of data in a single message
application	everything else

Practical Issues

There are really only two things you sometimes need to do with Eudora and MIME. One is that it may occasionally be necessary to turn off quoted-printable encoding. Another is that you may want to know how to define mappings between MIME types and Macintosh types.

Turning Off Quoted-Printable

Eudora automatically uses quoted-printable encoding if your mail or your plain text attachments contain special characters. If your recipients don't have MIME, quoted-printable can hurt more than it helps. If that's the case, just turn off the QP icon in the outgoing message icon bar when you are sending text files to those recipients.

Mapping Between MIME Types and Macintosh Types

When you send attached files to other Eudora users, Eudora automatically knows what kind of data is in the files because Eudora sends along special information with the file. However, if you're sending the file to a non-Macintosh user, or receiving files from a non-Macintosh user, it's important to get the right MIME type information on the file, or for Eudora to understand what the MIME type information means.

Eudora knows about some MIME types. However, since new MIME types are being defined all the time, it may be necessary to add to Eudora's knowledge from time to time. If you're familiar with ResEdit, this isn't too hard to do.

The way Eudora maps between MIME and Macintosh types is with EuIM and EuOM resources. EuOM resources are used for sending attachments, EuIM for receiving. They have the same basic structure.

EuOM and EuIM resources are lists of individual elements called “maps.” Each map describes a Macintosh document type (or MIME data type) and then lists what MIME data type (or Macintosh document type) it corresponds to. For any given type, Eudora looks through all the maps in all the EuOM or EuIM resources, and uses the best match.

NOTE: Note:EuOM and EuIM resources are also used when uuencoding and uudecoding files, so that filename suffixes can be mapped to and from Macintosh types. A good set of EuIM and EuOM resources can substantially improve document exchange with systems that use uuencode.

Sending

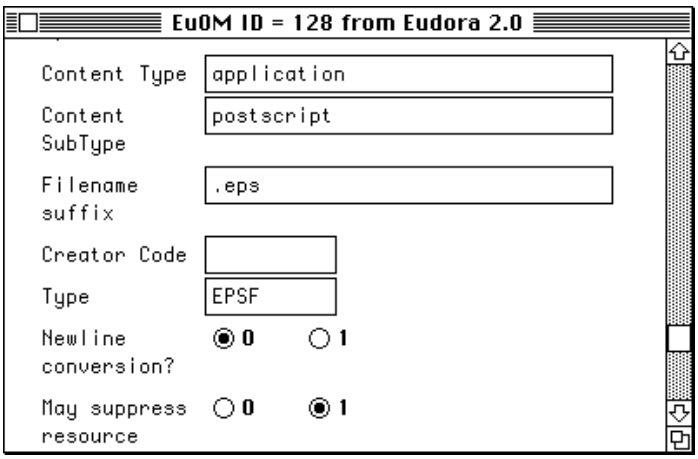
When you create a map in an EuOM resource, you use the “Creator Code” and “Type” fields to specify what documents the map applies to. These fields should be filled with the four-byte creator code or Macintosh type of the documents you want to send. If you leave the Creator Code blank, but fill in the type, the map is used for any document of that type, regardless of creator. If you fill in both Creator Code and Type, a document has to match both for the map to be used. Given the choice, Eudora uses the map that matches both creator and type.

The other parts of the map are used to construct the MIME information. Content Type and Content SubType are the MIME type and subtype to use for the document. Filename suffix allows you to tell Eudora to add a suffix to the filename, as an extra hint to the receiving system (for example, you might have Eudora add “.xls” to Excel files).

“Newline conversion?” tells Eudora whether or not to convert carriage returns in the file to carriage return, linefeed. Usually, you should set this to 1 for text data, but to 0 for binary files.

Finally, “May suppress resource fork?” is used in conjunction with Eudora’s Always include Macintosh information option (in the Attachments Settings). If you set this to 1, and Always include Macintosh information is off, Eudora won’t send Macintosh type and creator information with the file, and won’t send the resource fork. Instead, it will just send the data fork with the MIME information attached to it.

Example Map in an EuOM Resource



The map above says that all files of type “EPSF,” no matter what the creator, should be sent as “application/postscript,” that “.eps” should be added to the filename, that carriage returns should not be turned into carriage return/linefeed pairs, and that when the Always include Macintosh information switch is off, the resource fork won’t be sent.

Receiving

EuIM resources are used for receiving files. They’re pretty much the same as EuOM resources, except that the MIME type and subtype are used for matching, and the Macintosh creator code and type are applied to the file received.

As with EuOM resources, you can leave parts blank. If you want to match all files with an “.eps” suffix, regardless of the MIME type or subtype, leave the type and subtype blank. If you don’t care what the filename suffix is, leave that blank and match with the MIME type and/or subtype only. Again, as with EuOM resources, Eudora will choose the map that matches best.

With EuIM resources, it’s sometimes a good idea to use several maps to catch all important cases. For example, it might be a good idea to have three maps for dealing with PostScript files, as follows:

- Content Type: application
- Content SubType: postscript
- Filename suffix:
- Creator Code: mlpr
- Type: TEXT

This map will catch most MIME PostScript files, and set their creator to MacLPR.

- Content Type:
- Content SubType:
- Filename suffix: .eps
- Creator Code: dPro
- Type: EPSF

This map will match any incoming file with a suffix of ".eps," regardless of the MIME type info, and set its type to "EPSF" and creator to "dPro" (MacDraw Pro). But what if a file comes in with a suffix of ".eps" and a MIME type/subtype of "application/postscript"? Which map gets used? The first one gets used; when Eudora has a choice between matching a suffix and matching MIME type information, MIME wins. A third map may be in order:

- Content Type: application
- Content SubType: postscript
- Filename suffix: .eps
- Creator Code: dPro
- Type: EPSF

This makes application/postscript files with suffixes of ".eps" get type EPSF and creator dPro.

Troubleshooting

Occasionally, you may encounter a problem or bug when using Eudora (as indicated by an error message or some other type of symptom).

- Make sure you have the current maintenance release of Eudora.
- Locate the Eudora application in your Eudora Application Folder.
- Click the application to highlight it, and choose **Get Info** from the Finder's File menu.
- Look for the Eudora version number in the dialog.

- Next, using your World Wide Web browser, display the following web site, <http://www.qualcomm.com/eudora>, and check to see what the latest version of Eudora is. If that version is later than the one you have, see your Eudora administrator about obtaining the later version. This may solve the problem you've encountered.

If you do have the latest version of the Eudora software, read the current README file for potential known conflicts. The README may also contain suggestions on how to resolve some of these problems.

The following troubleshooting table provides the suggested corrective action for some of the most common error messages or symptoms.

Symptom	Corrective Action
Eudora displays the following error when you try to send or queue mail: "Sorry, can't queue this message; all messages must have addresses in the to: or bcc: fields.	Either the message you are trying to send, or the first message queued in your Out mailbox, doesn't have a valid address. You need to enter a valid email address in the To: or Bcc: field. An address in just the Cc: field will not work.
Eudora displays the following alert when you try to launch the program: "Memory is tight. You may need to close some windows, clean up your In, Out, and Trash mailboxes, or increase Eudora's memory size"	Mail stored in Eudora's In, Out, Trash, and any open mailboxes increases the amount of memory Eudora needs to operate (mail stored in other mailboxes does not). If you have a large amount of mail in these mailboxes, try transferring them to other mailboxes to decrease Eudora's memory requirements.
Eudora displays the following alert when you try to launch the program: "Eudora cannot continue. Error opening your settings file."	Quit Eudora (click the **Quit Now** button in the alert) and make sure you are not already running another copy of Eudora. If you *are* already running another copy, either quit that copy and relaunch the second copy, or continue using the first copy. You cannot use two different copies of Eudora simultaneously.

Symptom	Corrective Action
Eudora displays the following error when you try to check mail: "-ERR Maildrop lock busy"	This usually happens after your Macintosh has "hung" during a mail check and you are now attempting to reconnect to the mail server. Try checking your mail again in 1 minutes. If the problem persists, contact your email administrator and tell them you have a POPper process that needs to be disconnected. System Administrators: You might also want to try the QUALCOMM popper. It has a timeout that will reset the mailbox if the connection closes abnormally.
Eudora displays the following error when you try to check mail: "There has been an error transferring your mail. I said: PASS and then the POP server said: -ERR Password supplied for "<username>" is incorrect."	First, verify the correct spelling of your entries in the Username and Mail Host fields of the Getting Started Settings found in Settings under the Special menu. Make sure that each entry is complete and uses proper lettercase throughout. Remember that these entries are the respective components of your POP account name that appear before and after the at "@" sign; your POP account name is of the form `username@mailhost`. Second, verify that you're entering your password correctly (the Caps Lock key must be off). If the problem persists, see your email administrator.
Eudora displays the following alert: "Mailbox <mailboxname> has a damaged table of contents. Shall I build a new one?"	When the dialog appears after the alert message appears, click **Create New Table of Contents**.
Correspondents are complaining that lines in the messages you send are not wrapping correctly (lines are broken in funny places).	The best solution is to turn on the Word wrap option in the Sending Mail Settings found in Settings under the Special menu. When composing a message, press **Return** only when you want to start a new paragraph. Eudora will take care of breaking your paragraphs into lines.
Your mail server complains that you do not have a Date header in your mail.	Eudora will not put a Date header on your mail if you haven't set the correct time zone information on your Macintosh. You can set the time zone on your Mac by going to System Preferences: Date & Time. Remember to change your time zone for Daylight Savings Time so that Eudora can set the Date header correctly.
You have received a message that contains columnar text, and when you open the message, the columns do not line up properly.	Your screen font is probably a proportional font. This is true if the Screen Font field of the Fonts & Display Settings found in Settings under the Special menu is set to a proportional font. In this case too, a Fixed Width button appears on the icon bar of the open incoming message. Click **Fixed Width**. The message text is temporarily reformatted in the fixed-width font specified in the Fixed-Width Font field of your Fonts & Display Settings. Be sure that a fixed-width font, such as Courier, is selected in this field. The message text remains formatted in your fixed-width font until you turn off the Fixed Width button or close the message.

Symptom	Corrective Action
You receive the following message: Domain name does not exist.	Your Mail Host (incoming server name) in the Getting Started Settings found in Settings under the Special menu is probably misspelled. Check with your ISP or email administrator for the correct spelling.
Any kind of TCP/IP errors	Check with your ISP or email administrator to make sure your TCP/IP addresses are correct and entered in the proper fields.

Glossary

Alias. In Eudora, it's another name or nickname for an existing user's address. On a Mac, it's a file that is a link or pointer to some other file.

APOP. Authenticated Post Office Protocol is an MD5-based login command that does not send passwords in clear text over the network.

Body. The part of an e-mail message that contains the main text of the message. The body can contain text, graphics, sound, and video clips.

Browser. A World Wide Web client that uses HTTP to read and display HTML documents.

Client. A computer or software program that accesses resources over the Internet. It is also an application that requests a server to perform a function. In the Internet mail environment, the term client indicates a mail user agent, for example, Eudora.

Custom domain. An Internet Mail component that is configured with special routing information for SMTP mail settings. Multiple custom domains can be configured; messages sent to a custom domain are handled and routed according to its specifications, that is, through static routes or gateways.

Daemon. Daemons are generally server programs. They run continuously and are available when clients wish to initiate a session. However, an SMTP daemon periodically acts as a client when it needs to forward messages that are not to be delivered locally.

Domain. In general, a group of computers and other devices under the management of a single administrator or administrative entity. In the Internet, a domain identifies a range of IP addresses and mail-forwarding information. See DNS.

DNS. Domain Name Service. The naming service used by Internet Mail to support message routing. It maps domain addresses to IP addresses so Internet messages can be delivered to a particular server.

Emoticons. Characters used to indicate an emotion or expression. In internet communication, emoticons such as smiley faces can add an extra level of context to email messages.

Envelope. The envelope is the SMTP commands that enclose the e-mail message. The SMTP envelope is the sequence of commands from the smtp-sender (a client) to the smtp-receiver (a server) to forward a message to the next hop in the delivery.

Finger query. A directory service that queries a Finger server.

FTP. File Transfer Protocol

Gateway. In general, software that translates information between one protocol and another.

Header. The part of an e-mail message that precedes the message. It contains information such as the originator, recipient, and subject of the message. Also, it is used as an individual header field, such as the To: header.

HTML. Hyper-Text Marking Language used to create Web pages. A Web client interprets HTML and displays documents and graphics accordingly. HTML also allows document authors to establish hypertext links between documents in various locations on the Internet and to create forms and image maps that enable users to interact with Web documents.

HTTP. Hyper-Text Transfer Protocol is the standard way of transferring information across the World Wide Web. It supports a variety of media and file formats across a variety of platforms.

IAB. Internet Activities Board. The organization (within the U.S. Department of Defense) that is charged with administering the Internet.

IETF. Internet Engineering Task Force. The standards-setting body of the Internet.

Internet. A giant, global network made up of many smaller networks, all connected using the TCP/IP protocol. The Internet is the network of networks which spans the globe. TCP/IP is generally the network and transport protocol stack used to connect networks, but protocol translating gateways enable non-TCP/IP networks to connect to the Internet, as well.

Internet directory. A directory on the Internet that Eudora users can query. A directory implementing Ph, LDAP, and Finger is an Internet directory.

Internet Message Access Protocol (IMAP). IMAP alows Eudora to access and manuipulate electronic mail messages on a server, and it permits manipulation of remote mailboxes so they function like local mailboxes. IMAP4 provides a richer and more complex set of functionality than the POP3 protocol. IMAP is also called an incoming server.

IP address. The address that serves as a unique identifier of computers on the Internet. It is a sequence of 4 small integers (each less than 256). When written the numbers are separated by periods. For example: 210.170.2.45. The DNS converts IP addresses to the more familiar domain names.

LDAP. Lightweight Directory Access Protocol is a protocol that provides an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Regents of the University of Michigan.

Mailbox. In Eudora, a mailbox is a single collection of messages. Eudora allows the user to create as many mailboxes as they wish to organize and store their messages.

A mailbox on a server is the location on the Internet where e-mail for a user is delivered. Eudora collects messages from the server's mailbox and delivers it to mailboxes on the user's computer.

Mailbox user. A user who sends and receive e-mail messages.

Mailing list. A group of recipients to whom users can refer by a common name (for example, a mailing list called Marketing). When users address a message to a mailing list, all members of the mailing list receive the message.

MIME. Multi-Purpose Internet Mail Extensions. A set of conversions to the Internet Mail standards that supports the inclusion of multi-part and multimedia files, such as sound and video, in e-mail messages.

Network. A group of connected computers that can communicate with one another. Networks enable computers to share files and resources and exchange messages.

Ph. Ph (Phone book) is a protocol providing an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Computer and Communications Services Office at the University of Illinois at Urbana.

POP3. Post Office Protocol 3. A protocol that provides a simple, standardized way for users to access mailboxes and download messages to their computers. This is also called the Incoming server.

Postmaster. A special type of user responsible for maintaining the mail delivery system for a particular group of computers. A postmaster is responsible for following up on queries from users and other postmasters. Internet standards require that the postmaster account be valid at every domain.

RFC. Request For Comments. In the Internet community, RFCs are a numbered sequence of documents generally describing protocols for Internet communication. An Internet standard protocol is also give a STD number, in addition to an RFC number. Only RFCs with a STD number are standards of the IETF. Some RFCs are historical or experimental, and are not standards. Others have not yet reached standard status. Still others provide documentation about the Internet itself.

Server. An entity that provides a network service. A server can be hardware (such as a file server), software (such as a mail server), or services (such as a transportation service). A mail server is a program that accepts, relays, and delivers mail.

SMTP. Simple Mail Transfer Protocol. The protocol widely implemented on the Internet for exchanging e-mail messages.

Static mail route. A mail route that an administrator explicitly specifies on a particular domain. Static routes bypass domain name systems (DNS).

TCP/IP. Transmission Control Protocol/Internet Protocol. TCP/IP is a set of protocols for computer network communication. The protocols provide conventions for connecting networks and routing traffic between them. It supports local area networks, as well as interconnections between local area networks. TCP/IP protocols are described in IETF RFCs, as well as numerous reference works.

Username. A character string by which users are known (e.g., ldempster).

UUCP. UNIX to UNIX Copy Protocol is a UNIX e-mail protocol.

World Wide Web. Also known as the Web, the World Wide Web is a graphical interface to Internet resources. Web refers to the set of hypermedia pages accessible via the Internet.

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